

REGISTERED COMPANY NUMBER: 05761005 (England and Wales)  
REGISTERED CHARITY NUMBER: 1115630

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 31 MARCH 2016  
FOR**

**EAST STAFFORDSHIRE CITIZENS ADVICE  
BUREAU**

SATURDAY



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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The charity's objects are to promote any charitable purpose for the benefit of the community in East Staffordshire and surrounding areas, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

The charity is registered as a Citizens Advice Bureau. All of the advice services are to be free and confidentially provided to anyone who may need them. The charity will be robustly impartial and independent, despite the use of several substantial grants and contracts to deliver specified types of advice service locally, all of which are received with gratitude from funders.

**Significant activities**

East Staffordshire Citizens Advice Bureau provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination. The service aims to provide the advice people need for the problems they face, and to improve the policies and practices that affect people's lives.

The charity also seeks to influence social policy, both locally and nationally, where instances of clients suffering are detected, and where it is felt that policies could be altered.

Access to advice services, equality on society and the provision of services in locations where vulnerable or hard-to-reach groups can make best use of them are also important concerns for the charity. The charity is currently able to provide several levels of advice to clients, ranging from signposting and the provision of information, through gateway assessment to generalist level advice and specialist casework, and culminating in representation at several tribunal or court settings where merit and relevant eligibility are demonstrably found in cases.

In addition to the continuing provision of high quality advisory services to the local community, the primary objectives for the year were to continue to transform the access to advice across the East Staffordshire, developing Advice LINKS East Staffordshire and to work with neighbouring bureaux to deliver the SCC funded Debt, Benefit and Consumer Information and Advice Services contract.

To obtain the necessary funding to provide the additional services, applications were made to various local and national providers of community finance. Advertisements were placed in the local press and throughout the sector for advisory staff both as paid employees and volunteers, induction and training being provided to the extent that necessary knowledge and skills were not pre-existing.

The principal activity of East Staffordshire Citizens Advice Bureau remained the provision of free, confidential, independent and impartial advice, information and counsel for members of the public. In addition to generalist advice the following specialist advisory services were provided:

- i) Specialist Welfare Benefit, Housing and Debt provision
- ii) Financial Capability

Advisory services were provided through face-to-face consultations, telephone advice lines and various outreach services at community venues throughout the borough.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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**OBJECTIVES AND ACTIVITIES**

**Volunteers**

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

Our volunteers contributed approximately 12,168 hours of work to the bureau during the year. We estimate the benefit of this help at £192,289 in respect of the current year (2015/2016).

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

East Staffordshire Citizens Advice Bureau offers the residents of the Borough a high quality gateway assessment and generalist advice service as well as a diverse range of specialist projects for its beneficiaries.

The areas of welfare benefits, housing, debt, employment remain the highest area of concern to our clients. Whilst having a professional team of volunteers and paid staff to support beneficiaries, there has been increased pressure to see beneficiaries, with demand exceeding resource. During 2015/16 the bureau dealt with 21,036 new social policy issues (AIC Codes) and advised a total of 8,718 unique clients. In addition, 43,449 East Staffordshire people accessed advice via the Adviceguide web pages.

The level of our beneficiaries' indebtedness has reduced to £3.02 million in accordance with our Petra database however the system for recording has changed and we estimate this figure to be higher.

The most inner wards of Burton upon Trent are the most deprived. Our community profile shows that 46% of our beneficiaries live in this area, our client profile shows that we have benefited these people as 62% of our beneficiaries accessed the service from this area.

Our community profile states that 11.5% of our beneficiaries live in Uttoxeter and the surrounding rural areas, again our client profile shows that we have benefited these people as 11% of our beneficiaries access the service from this area. The population in East Staffordshire is ageing with 23.1% now aged over 60. The service has benefitted this sector of the population as our client profile reflects that 33% of our beneficiaries were between the ages of 50 and 80 or over.

The census revealed a relatively high Black and Minority Ethnic population of 6.1%, our client profile however demonstrates that our service reaches out to the minority populations living in East Staffordshire with only 77% of our beneficiaries being White British.

**Fundraising activities**

Total income for the year was £640,479 an increase of £141,197 on 2014/2015. The increase is largely due to the commencement of the Staffordshire Victim Gateway contact.

**Investment performance**

The charity does not currently hold material investments.

**Internal and external factors**

The charity is only too well aware of the financial pressures experienced by its major funders, and in view of this has taken active measures to seek additional sources of funding for its services.

**FINANCIAL REVIEW**

**Principal funding sources**

The Directors extend their gratitude to East Staffordshire Borough Council who continued to support the core operating capacity of the charity. Additionally, project-specific funding was received from the Department for Business, Innovation and Skills, Trent and Dove Housing in support of the debt advisory work, the Burton Branch of the MS Society, Big Lottery Fund Awards for All, Big Lottery Fund for The Advice Services Transition Fund project and Crime Commissioner for the Victim Gateway project.

The charity did not have any borrowings from either providers of funding or other sources at the balance sheet date.

**Investment policy and objectives**

Apart from retaining a prudent amount in reserves each year most of the Charity's funds are to be spent in the short term so there are no funds for long term investment.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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**FINANCIAL REVIEW**

**Reserves policy**

East Staffordshire Citizens Advice Bureau is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The bureau will maintain a projection of income for at least 3 years ahead and will ensure that this continues to be derived from as wide a variety of sources possible. They will take all necessary steps to ensure that at no time within this period would it be possible for the cessation of one or more funding streams to present so serious a challenge to the future of the organisation that it could not be managed so as to continue to provide a best value advice service.

In reviewing the potential costs that could arise should a significant reduction in income be incurred the Trustees have determined that £12,000 reserves should be maintained for IT and office equipment, in addition to a contractual commitment reserve of £79,000 to cover redundancy and notice, maternity/sickness and licence commitments.

The overall position at the end of the year is satisfactory.

**Funds in deficit**

There were no funds in deficit at the end of the year.

**FUTURE PLANS**

East Staffordshire Citizens Advice Bureau aims to continually improve access to its service for beneficiaries, and intends to extend its service to an even wider number of community beneficiaries through increased provision of gateway assessments.

Some of the bureau's income now comes from collaborative bids in response to funders' aims to work with larger providers covering wider areas, we therefore aim to adopt a creative approach to development and performance. East Staffordshire Citizens Advice Bureau aims to be at the heart of further collaborative bids and is working to advance partnerships to develop shared approaches.

The public policy agenda is encouraging third sector organisations to increase their involvement with public sector commissioning. This is a challenging area, but an area East Staffordshire Citizens Advice Bureau is keen to participate in.

Beyond April 2016 the climate of funding will become increasingly uncertain and East Staffordshire Citizens Advice Bureau has been considering its options in the build up to this period. Citizens Advice East Staffordshire began to deliver services in line with Social Enterprise business plans and we are able to project a successful first year. However, due to notification in February 2016 that ESBC had decided to withdraw all grant aid funding from April 1st the social enterprise activities were subsequently closed.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

East Staffordshire Citizens Advice Bureau is a registered charity and is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

East Staffordshire Citizens Advice Bureau is also known and referred to as ESCAB and Citizens Advice East Staffordshire. The maximum liability of each member is limited to £1. East Staffordshire Citizens Advice Bureau is governed by its Memorandum and Articles of Association.

East Staffordshire Citizens Advice Bureau was incorporated as a company limited by guarantee on 29th March 2006. The charity commenced operations on 1st April 2007 at which date the assets and liabilities of the unincorporated Burton upon Trent Citizens Advice Bureau were acquired.

Day to day management of the bureau is delegated to the Chief Executive, Dawn Green.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

Trustees, who are also Directors of the Company, are elected from the local community and must either reside or work in East Staffordshire. An Elections Committee, made up of Trustees, the Company Secretary and chaired by the Chair is established to oversee the elections process for Board appointments. As the Elections Committee comprises the whole Trustee Board elections are included in the agenda of the board meetings. A separate process agreed by the Trustee Board is followed for the election of the Chair. The Reference and Administrative Details above identifies the constituencies that elected each of the current trustees. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

**Organisational structure**

East Staffordshire Citizens Advice Bureau is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of East Staffordshire Citizens Advice Bureau and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office, and is available to the public.

**Induction and training of new trustees**

Newly appointed Trustees are provided with a comprehensive induction to East Staffordshire Citizens Advice Bureau and have access to relevant training courses.

**Related parties**

East Staffordshire Citizens Advice Bureau is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of East Staffordshire Citizens Advice Bureau in order to fulfil its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

05761005 (England and Wales)

**Registered Charity number**

1115630

**Registered office**

Units 5D/5E Anson Court  
Horninglow Street  
BURTON ON TRENT  
Staffordshire  
DE14 1NG

**EAST STAFFORDSHIRE CITIZENS ADVICE BUREAU**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

M A Heather		
Mrs J M Heaver	Chairperson	
Mrs P L Ackroyd		- resigned 22/3/2016
S P Tallett		- resigned 15/9/2015
A J Parsons		
I North		
Mrs C M Miller		
C R Day		
Mrs J M Jones		- appointed 15/9/2015
		- resigned 31/3/2016
D A Hopwood		
R A Bird		
J P Southwell	Treasurer	- appointed 15/9/2015

**Company Secretary**

Mrs D T Green

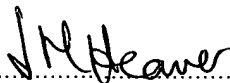
**Independent examiner**

Johnson Tidsall Limited  
Chartered Accountants  
81 Burton Road  
Derby  
Derbyshire  
DE1 1TJ

**Bankers**

Barclays Bank Plc  
22-23 High Street  
Burton upon Trent  
Staffordshire  
DE14 1HU

Approved by order of the board of trustees on 21/09/2016 and signed on its behalf by:



Mrs J M Heaver - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
EAST STAFFORDSHIRE CITIZENS ADVICE BUREAU**

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I report on the accounts for the year ended 31 March 2016 set out on pages seven to fifteen.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 statements below.

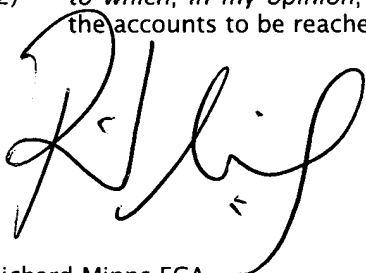
**Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSE) (effective 1 January 2015)

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Richard Minns FCA  
Institute of Chartered Accountants in England and Wales  
Johnson Tidsall Limited  
Chartered Accountants  
81 Burton Road  
Derby  
Derbyshire  
DE1 1TJ

Date: 17.10.16

**EAST STAFFORDSHIRE CITIZENS ADVICE BUREAU**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		1,912	-	1,912	1,487
<b>Charitable activities</b>					
Citizens Advice Bureau		417,375	206,188	623,563	499,282
Other trading activities	2	21,217	-	21,217	9,598
Investment income	3	<u>33</u>	<u>-</u>	<u>33</u>	<u>254</u>
<b>Total</b>		<b>440,537</b>	<b>206,188</b>	<b>646,725</b>	<b>510,621</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Designated		3,470	-	3,470	3,470
Citizens Advice Bureau		<u>388,331</u>	<u>225,936</u>	<u>614,267</u>	<u>548,526</u>
<b>Total</b>		<b>391,801</b>	<b>225,936</b>	<b>617,737</b>	<b>551,996</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>48,736</b>	<b>(19,748)</b>	<b>28,988</b>	<b>(41,375)</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>115,536</b>	<b>68,065</b>	<b>183,601</b>	<b>224,976</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>164,272</u></b>	<b><u>48,317</u></b>	<b><u>212,589</u></b>	<b><u>183,601</u></b>

The notes form part of these financial statements

**EAST STAFFORDSHIRE CITIZENS ADVICE BUREAU**

**BALANCE SHEET  
AT 31 MARCH 2016**

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	8,725	-	8,725	9,330
<b>CURRENT ASSETS</b>					
Debtors	9	97,258	-	97,258	63,534
Cash at bank and in hand		<u>73,454</u>	<u>48,317</u>	<u>121,771</u>	<u>123,090</u>
		170,712	48,317	219,029	186,624
<b>CREDITORS</b>					
Amounts falling due within one year	10	(15,165)	-	(15,165)	(12,353)
<b>NET CURRENT ASSETS</b>		<u>155,547</u>	<u>48,317</u>	<u>203,864</u>	<u>174,271</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>164,272</u>	<u>48,317</u>	<u>212,589</u>	<u>183,601</u>
<b>NET ASSETS</b>		<u>164,272</u>	<u>48,317</u>	<u>212,589</u>	<u>183,601</u>
<b>FUNDS</b>	11				
Unrestricted funds				164,272	115,536
Restricted funds				<u>48,317</u>	<u>68,065</u>
<b>TOTAL FUNDS</b>				<u>212,589</u>	<u>183,601</u>

The notes form part of these financial statements

**BALANCE SHEET - CONTINUED**  
**AT 31 MARCH 2016**

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

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

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

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

The financial statements were approved by the Board of Trustees on .....21/09/2016..... and were signed on its behalf by:



Mr J P Southwell -Trustee

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016

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1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Debtors**

Other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 33% on cost

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The designated fund was funds made available to acquire fixed assets on the move to a new premises. The use of these assets are unrestricted and the fund reflects the book value of these assets. The fund is then reduced over the economic life of the assets in line with its depreciation.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

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

## 1. ACCOUNTING POLICIES - continued

**Financial instruments**

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

## 2. OTHER TRADING ACTIVITIES

	2016 £	2015 £
Fundraising events	<u>21,217</u>	<u>9,598</u>

## 3. INVESTMENT INCOME

	2016 £	2015 £
Deposit account interest	<u>33</u>	<u>254</u>

## 4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2016 £	2015 £
Depreciation - owned assets	10,297	11,356
Other operating leases	-	3,364
Independent examination	<u>1,200</u>	<u>1,200</u>

## 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

## 6. STAFF COSTS

	2016 £	2015 £
Wages and salaries	<u>457,857</u>	<u>381,644</u>

The average monthly number of employees during the year was as follows:

	2016	2015
Administrative staff	<u>27</u>	<u>24</u>

No employees received emoluments in excess of £60,000.

## 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	1,487	-	1,487
<b>Charitable activities</b>			
Citizens Advice Bureau	184,221	315,061	499,282
Other trading activities	9,598	-	9,598
Investment income	254	-	254
<b>Total</b>	<b>195,560</b>	<b>315,061</b>	<b>510,621</b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Designated	3,470	-	3,470
Citizens Advice Bureau	213,086	335,440	548,526
<b>Total</b>	<b>216,556</b>	<b>335,440</b>	<b>551,996</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>(20,996)</b>	<b>(20,379)</b>	<b>(41,375)</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	136,532	88,444	224,976
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>115,536</b>	<b>68,065</b>	<b>183,601</b>

## 8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
<b>COST</b>	
At 1 April 2015	77,463
Additions	9,692
At 31 March 2016	87,155
<b>DEPRECIATION</b>	
At 1 April 2015	68,133
Charge for year	10,297
At 31 March 2016	78,430
<b>NET BOOK VALUE</b>	
At 31 March 2016	8,725
At 31 March 2015	9,330

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

## 9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade debtors	89,170	53,339
Prepayments and accrued income	<u>8,088</u>	<u>10,195</u>
	<u>97,258</u>	<u>63,534</u>

## 10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade creditors	5,976	3,382
Social security and other taxes	7,989	7,771
Accruals and deferred income	<u>1,200</u>	<u>1,200</u>
	<u>15,165</u>	<u>12,353</u>

## 11. MOVEMENT IN FUNDS

	At 1/4/15 £	Net movement in funds £	At 31/3/16 £
<b>Unrestricted funds</b>			
General fund	110,555	52,206	162,761
Designated Fund	<u>4,981</u>	<u>(3,470)</u>	<u>1,511</u>
	115,536	48,736	164,272
<b>Restricted funds</b>			
Awards for All	5,934	(5,934)	-
Trent & Dove	75	(75)	-
Advice Service Transition Fund	33,330	(33,330)	-
Consolidated Charities	-	5,920	5,920
Tudor Trust	23,174	6,302	29,476
MASDAP	5,015	4,483	9,498
SCC (BACT)	337	386	723
J&O Lloyd Trust	200	-	200
Baron Davenport	-	<u>2,500</u>	<u>2,500</u>
	68,065	(19,748)	48,317
<b>TOTAL FUNDS</b>	<u>183,601</u>	<u>28,988</u>	<u>212,589</u>

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

## 11. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	440,537	(388,331)	52,206
Designated Fund	-	(3,470)	(3,470)
	<u>440,537</u>	<u>(391,801)</u>	<u>48,736</u>
<b>Restricted funds</b>			
Awards for All	-	(5,934)	(5,934)
Trent & Dove	31,250	(31,325)	(75)
Advice Service Transition Fund	39,871	(73,201)	(33,330)
Consolidated Charities	9,920	(4,000)	5,920
Tudor Trust	30,800	(24,498)	6,302
MASDAP	51,257	(46,774)	4,483
Tinder	18,310	(18,310)	-
SCC (BACT)	4,230	(3,844)	386
Baron Davenport	2,500	-	2,500
Citizens Advice Energy	<u>18,050</u>	<u>(18,050)</u>	<u>-</u>
	<u>206,188</u>	<u>(225,936)</u>	<u>(19,748)</u>
<b>TOTAL FUNDS</b>	<u><u>646,725</u></u>	<u><u>(617,737)</u></u>	<u><u>28,988</u></u>

**RESTRICTED FUNDS**

Big Lottery - this Awards for All fund supports a Route to Resilience project which will support the training of 5 volunteers to a specialist level in response to the Welfare Reforms.

Trent & Dove - bespoke money advice service for Trent and Dove Housing Association tenants.

Advice Service Transition Fund - grant to transform access to advice across East Staffordshire.

Consolidated Charities - funding for the provision of cyber skills for residents of Burton upon Trent.

Tudor Trust - grant to cover the salary costs of an Operation and Learning Project Manager.

MASDAP - funding from national Citizens Advice in agreement with Department for Business, Innovation and Skills (BIS) to provide a money advice service.

Tinder Foundation - free to deliver IT training and support via Learn My Way.

Burton Albion Community Trust - a partnership with BACT to jointly deliver Healthy Families project, funded by Staffordshire County Council.

J&O Lloyd Trust - one-off grant to purchase IT Equipment.

Baron Davenport - a specific one off grant.

Citizens Advice Energy - funding for the provision of advice on energy across East Staffordshire.

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2016.

**13. CONTROL RELATIONSHIP**

The Charity was under the control of the Board of Trustees throughout the current and previous year.

**14. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and does not have a share capital.

In the event of the company being wound up, every member of the Charity undertakes to contribute such amount as may be required, not exceeding £1.

**15. COMMITTEE OF MANAGEMENT: REMUNERATION AND EXPENSES**

No member of the committee or management received any remuneration or were reimbursed for any expenses during the year.