

Registered number: 07513268
Charity number: 1141020

Citizens Advice Solihull Borough

Trustees Report and Financial Statements

For the year ended 31 March 2015



DAINS
ACCOUNTANTS

Citizens Advice Solihull Borough
(A company limited by guarantee)

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Citizens Advice Solihull Borough
(A company limited by guarantee)

Reference and administrative details of the company, its trustees and advisers
For the year ended 31 March 2015

Trustees	C Hodson A Hunter R Maksymowicz E Mitchell A O'Sullivan (resigned 2 February 2015) D Pinwell M Rowe, Treasurer P Williams, Chair S Herbert (appointed 2 September 2014)
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Company registered number	07513268
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Charity registered number	1141020
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Registered office	176 Bosworth Drive Chelmsley Wood Birmingham West Midlands B37 5DZ
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Company secretary	K Turner
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Chief executive officer	K Turner
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Independent auditors	Dains LLP 15 Colmore Row Birmingham B3 2BH
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Bankers	Lloyds Bank Plc Po Box 1000 Poplar road Solihull BX1 1LT
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Solicitors	Bates Wells & Braithwaite 2-6 Cannon Street London EC4M 6YH
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The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Citizens Advice Solihull Borough Limited (the company) for the year ended 31 March 2015. The Trustees confirm that the annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

• Constitution

Citizens Advice Solihull Borough is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to £1. At 31 March 2015 the company had 12 members. Citizens Advice Solihull Borough is governed by its Memorandum and Articles of Association.

The maximum number of Trustees shall be fifteen and the minimum shall be three, being either;

- elected at the annual general meeting (there being no more than ten such elected Trustees in total) and who shall hold office from the conclusion of that meeting or
- co-opted by the Trustee Board provided that on appointment the total number of co-opted Trustees does not exceed one third of the total number of Trustees.

Citizens Advice Solihull Borough was incorporated as a company limited by guarantee on 1 February 2011 and commenced operations on 1 April 2011.

• Method of appointment or election of Trustees

All potential Trustees are subject to a recruitment process and will be proposed by the interview panel.

Individuals over the age of 18 years, who are interested in furthering the work of the charity and are not paid or volunteer workers (currently or in the past) of the charity can apply to be a Trustee / Director of the company. The process starts with receipt of their expression of interest. A recruitment panel made up of 2 Trustees and the Company Secretary oversee an interview process. The panel then make a proposal to the Board and the Board by majority vote accept the new Trustee/Director. Trustees/Directors recruited following this process are automatically given company membership. The Trustee board shall elect from its number a Chair and Treasurer and may elect one of its number to Vice Chair.

• Policies adopted for the induction and training of Trustees

Newly appointed Trustees are provided with a comprehensive induction to Citizens Advice Solihull Borough spending time at our sites, going to Citizens Advice Trustees events and mentoring by an established Trustee.

• Organisational structure and decision making

Citizens Advice Solihull Borough 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 Citizens Advice Solihull Borough and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet monthly and delegate the day-to-day operation of the organisation to the Chief Executive Officer. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office.

- **Related party relationships**

Citizens Advice Solihull Borough 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 Citizens Advice Solihull Borough 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 voluntary sector organisations and public sector departments. 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.

- **Risk management**

Citizen Advice Solihull Borough has a risk register and business continuity plan. The risks to the organisation are reviewed regularly and systems put in place to mitigate those risks. Major risks to which the charity is exposed are monitored closely by the Chair.

Objectives and Activities

- **Objects**

The charity's objects are to promote any charitable purpose for the Public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress, in particular but without limitation for the benefit of the community in Solihull and surrounding areas.

- **Aims, objectives, strategies and activities for the year**

The service 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 problem they face.
- to improve the policies and practices that affect peoples lives.

Strategic Actions

Service Delivery

- Open 5 days per week at each office, with Face to face service delivery a priority.
- Improved access to our services, free telephone number for telephone gateway, telephone gateway operating in all three offices, increased number of outreach venues, email advice, kiosk in external agency premises.
- Improved IT in all offices ready for the implementation of on PETRA.
- Obtain suitable accommodation in south Solihull which will allow us to extend our services.
- Ensure we are developing services for the local community based upon need.

Research and Campaigns

- Raise awareness of issues caused locally and nationally within all offices and externally to local councillors and MPs.
- More direct campaigning locally

Governance

- To develop and strengthen the Trustee board to lead the Bureau effectively.
- To identify and target sources of funding to enable the service to move forward commensurate with its aim to meet the needs of the local community.

Communication

- Improved communications from the Board and CEO across all three sites
- Publicity campaign to highlight the good work that the CAB is undertaking.
- Use of social networking facilities to communicate with a wider audience.

People

- To recruit, train and retain volunteers to deal with the pressures of increased demand on our service .
- Ensure that all staff and volunteers have an appraisal and development plan.

External

- Communicate '**we are a charity**'.
- To work with other agencies to make a more cohesive and responsive service.

• Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the bureau during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

The principal activity of Citizens Advice Solihull Borough remains the provision of free, confidential, independent and impartial advice and information for members of the public. This is provided through 3 sites within the Solihull Borough; Chelmsley Wood, Shirley and Solihull. In addition we provided:

- 1) Service Provision for Mental Health Users
- 2) Specialist Welfare Benefit, Employment, and Debt provision
- 3) Home Visiting Service
- 4) Service provision for patients of GP's in Solihull
- 5) Specialists service to users of the community hub
- 6) Single telephone number to access advice services in Solihull

• Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity from 152 volunteers. They contributed approximately 48,000 hours of work to the bureau during the year. We estimate the value of this help at £770,000 in respect of the current year

Achievements and performance

• Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

● **Charitable Activities**

We have:

- Seen 9,157 new people access our information and advice service.
- Dealt with 25,815 new problems.
- Dealt with 11,086 new enquiries face to face or by telephone, as well as assisting other clients with ongoing issues.
- Had 23,600 contacts with our clients
- Rescheduled £8,805,440 of debt
- Gained £2.3 million in benefits for local people.

● **Income generation**

Total income for the year was £508,983

● **Investment policy and performance**

The charity does not currently hold material investments.

Financial review

● **Reserves policy**

Citizens Advice Solihull Borough 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. It 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 'free' reserves of £160,000 should be maintained which is equal to 3 months normal operating expenditure.

● **Deficit**

No funds were in deficit at the balance sheet date.

● **Principal funding**

The Trustees extend their gratitude to:

- Solihull Metropolitan Borough Council
- Big Lottery - Advice Service Transitional Fund
- Money Advice Service - Debt Advice Project
- Solihull CCG - GP Project
- Members of the public
- Friends of Solihull Borough Citizens Advice Bureau

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

- **Material investments policy**

As required in its Memorandum, in furtherance of its objects, and for no other purposes, the Company has the power to invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

Plans for the future

- **Future developments**

We hope to achieve the following in 2015/2016;

- Introduce an improved advice model across the service.
- Join the Citizens Advice national single telephone project advice line.
- To improve access to our service through various methods of delivery inc Email.
- To obtain several sources of funding to enable the service to move forward commensurate with the needs of the community and not being so heavily reliant on one major funder.

Trustees' responsibilities statement

The Trustees (who are also directors of Citizens Advice Solihull Borough Limited for the purposes 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 judgments and accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information.

Auditor

The auditors, Dains LLP, have indicated their willingness to continue in office. The Designated Trustees will propose a motion re-appointing the auditors at a meeting of the Trustees.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 25 August 2015 and signed on their behalf by:



P Williams
Chairman

We have audited the financial statements of Citizens Advice Solihull Borough for the year ended 31 March 2015 which comprise the statement of financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of Trustees and auditors

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

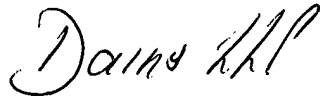
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and to take advantage of the small companies' exemption from the requirement to prepare a Strategic report or in preparing the Trustees' report.



Andrew Morris FCA (Senior statutory auditor)

for and on behalf of

Dains LLP

Statutory Auditor
Chartered Accountants

Birmingham
25 August 2015

Citizens Advice Solihull Borough
(A company limited by guarantee)

Statement of financial activities
(incorporating income and expenditure account)
For the year ended 31 March 2015

	Note	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	203,334	305,649	508,983	635,999
Investment income	3	-	-	-	38
Total incoming resources		203,334	305,649	508,983	636,037
Resources expended					
Charitable activities	4	202,961	312,356	515,317	507,550
Governance costs	5	-	7,218	7,218	6,461
Total resources expended	7	202,961	319,574	522,535	514,011
Net income / (Expenditure) before transfers		373	(13,925)	(13,552)	122,026
Transfers between funds	13	1,055	(1,055)	-	-
Net movement in funds for the year		1,428	(14,980)	(13,552)	122,026
Total funds at 1 April 2014		41,392	333,470	374,862	252,836
Total funds at 31 March 2015		42,820	318,490	361,310	374,862

The notes on pages 12 to 20 form part of these financial statements.

Citizens Advice Solihull Borough
(A company limited by guarantee)
Registered number: 07513268

Balance sheet
As at 31 March 2015

	Note	£	2015 £	£	2014 £
Fixed assets					
Tangible assets	10		15,012		19,766
Current assets					
Debtors	11	4,463		9,126	
Cash at bank and in hand		368,501		413,802	
		<u>372,964</u>		<u>422,928</u>	
Creditors: amounts falling due within one year	12	(26,666)		(67,832)	
Net current assets			<u>346,298</u>		<u>355,096</u>
Net assets			<u>361,310</u>		<u>374,862</u>
Charity Funds					
Restricted funds	13		42,820		41,392
Unrestricted funds	13		318,490		333,470
Total funds			<u>361,310</u>		<u>374,862</u>

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 25 August 2015 and signed on their behalf, by:


P Williams
Chairman

The notes on pages 12 to 20 form part of these financial statements.

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 Company status

The company is a company Limited by Guarantee. A register of company members is held at the registered office. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Incoming resources

All incoming resources are included in the Statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

1. Accounting policies (continued)

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures and fittings	-	10% on cost
Computer equipment	-	20% on cost

1.7 Operating leases

Rentals under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period until the date the rent is expected to be adjusted to the prevailing market rate.

1.8 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2. Voluntary income

	Restricted funds	Unrestricted funds	Total funds	Total funds
	2015	2015	2015	2014
	£	£	£	£
Donations	-	10,649	10,649	8,883
Money Advice Service - Debt Advice	50,836	-	50,836	51,033
Solihull Metropolitan Borough Council	9,216	295,000	304,216	304,162
Mental Health Project	-	-	-	35,908
Solihull CCG	30,000	-	30,000	50,584
Legal Services Commission	-	-	-	37,584
Solihull Partnership Credit Union	-	-	-	5,250
Kickstart	-	-	-	1,993
Solihull Partnership Wheel Project	-	-	-	50,000
Big Lottery Transitional Fund	98,854	-	98,854	84,552
Citizens Advice Energy Best Deal	6,650	-	6,650	6,050
Chemsley HUB	7,778	-	7,778	-
	<hr/>	<hr/>	<hr/>	<hr/>
Voluntary income	203,334	305,649	508,983	635,999
	<hr/>	<hr/>	<hr/>	<hr/>

Citizens Advice Solihull Borough
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2015

3. Investment income

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Bank interest	-	-	-	38

4. Expenditure by charitable activity

Summary by fund type

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Advice and information service	-	312,356	312,356	287,636
Projects	202,961	-	202,961	219,914
	202,961	312,356	515,317	507,550

5. Governance costs

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Auditors' remuneration	-	6,000	6,000	6,000
Legal and Professional	-	1,218	1,218	461
	-	7,218	7,218	6,461

6. Direct costs

	Advice and information service £	Projects £	Total 2015 £	Total 2014 £
Staff training and expenses	9,583	1,211	10,794	14,408
Office and premises costs	39,377	22,548	61,925	67,033
Wages and salaries	237,506	167,286	404,792	389,909
National insurance	16,902	11,916	28,818	26,588
Pension cost	4,235	-	4,235	4,517
Depreciation	4,753	-	4,753	5,095
	312,356	202,961	515,317	507,550

Citizens Advice Solihull Borough
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2015

7. Analysis of resources expended by expenditure type

	Staff costs 2015 £	Depreciation 2015 £	Other costs 2015 £	Total 2015 £	Total 2014 £
Advice and information service	258,643	4,753	48,960	312,356	287,636
Projects	179,202	-	23,759	202,961	219,914
Charitable activities	437,845	4,753	72,719	515,317	507,550
Governance	-	-	7,218	7,218	6,461
	437,845	4,753	79,937	522,535	514,011

8. Net income / (Expenditure)

This is stated after charging:

	2015 £	2014 £
Depreciation of tangible fixed assets:		
- owned by the charity	4,754	5,095
Auditors' remuneration	6,000	6,000
Pension costs	4,235	4,517

During the year, no Trustees received any remuneration (2014 - £NIL).

During the year, no Trustees received any benefits in kind (2014 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2014 - £NIL).

Citizens Advice Solihull Borough
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2015

9. Staff costs

Staff costs were as follows:

	2015 £	2014 £
Wages and salaries	404,792	389,909
Social security costs	28,818	26,588
Pension costs	4,235	4,517
	<u>437,845</u>	<u>421,014</u>

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

	2015 No.	2014 No.
Charity purposes	<u>29</u>	<u>30</u>

No employee received remuneration amounting to more than £60,000 in either year.

10. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
Cost			
At 1 April 2014 and 31 March 2015	<u>22,643</u>	<u>14,582</u>	<u>37,225</u>
Depreciation			
At 1 April 2014	7,395	10,064	17,459
Charge for the year	<u>2,225</u>	<u>2,529</u>	<u>4,754</u>
At 31 March 2015	<u>9,620</u>	<u>12,593</u>	<u>22,213</u>
Net book value			
At 31 March 2015	<u>13,023</u>	<u>1,989</u>	<u>15,012</u>
At 31 March 2014	<u>15,248</u>	<u>4,518</u>	<u>19,766</u>

11. Debtors

	2015 £	2014 £
Other debtors	384	192
Prepayments and accrued income	4,079	8,934
	<u>4,463</u>	<u>9,126</u>

Citizens Advice Solihull Borough
(A company limited by guarantee)
Notes to the financial statements
For the year ended 31 March 2015

12. Creditors:
Amounts falling due within one year

	2015	2014
	£	£
Other taxation and social security	8,249	20,307
Other creditors	-	1
Accruals and deferred income	18,417	47,524
	<hr/>	<hr/>
	26,666	67,832
	<hr/>	<hr/>

Citizens Advice Solihull Borough
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2015

13. Statement of funds

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/(out) £	Carried Forward £
Designated funds					
Equipment	2,500	-	-	-	2,500
IT Strategy	2,500	-	-	-	2,500
Redundancy Provision	35,000	-	-	-	35,000
Premises - lease obligations	7,000	-	-	-	7,000
Maintenance per year - Chelmsley Wood	5,000	-	-	-	5,000
Maintenance per year Shirley	1,000	-	-	-	1,000
Employment and welfare benefits service	50,000	-	-	(50,000)	-
Advice and Information Service	-	-	-	120,000	120,000
	<u>103,000</u>	<u>-</u>	<u>-</u>	<u>70,000</u>	<u>173,000</u>
General funds					
General Funds	230,470	305,649	(319,574)	(71,055)	145,490
Total Unrestricted funds	<u>333,470</u>	<u>305,649</u>	<u>(319,574)</u>	<u>(1,055)</u>	<u>318,490</u>
Restricted funds					
Money Advice Service - Debt Advice	9,062	50,836	(43,964)	-	15,934
Solihull CCG	5,629	30,000	(39,021)	3,392	-
Big Lottery Portal Project	26,701	98,854	(98,669)	-	26,886
Citizens Advice Energy Best Deal	-	6,650	(5,309)	(1,341)	-
Solihull Metropolitan Borough Council	-	9,216	(9,216)	-	-
Chelmsley HUB	-	7,778	(6,782)	(996)	-
Total Restricted funds	<u>41,392</u>	<u>203,334</u>	<u>(202,961)</u>	<u>1,055</u>	<u>42,820</u>
Total of funds	<u>374,862</u>	<u>508,983</u>	<u>(522,535)</u>	<u>-</u>	<u>361,310</u>

Face to Face Money Advice (F2F)

Through the Money Advice Service we are funded to give a full spectrum of money advice to residents of Solihull. We give basic budgeting advice, negotiate with third parties, bankruptcy applications and representation at Court.

Solihull CCG

We hold advice surgeries at 10 GP practices in North Solihull and 1 GP practice in South Solihull. We deliver one hour appointments to residents of the borough whether or not they are registered with a GP. The appointments are for generalist advice and can be on any topic we cover.

Big Lottery Portal Project

This is a 2 year project: to develop a single telephone number for advice services in Solihull; to establish a network of referral agencies behind the number, so a person only calls once but has access to numerous organisations depending on their issue; to increase capacity within partner organisations to

Citizens Advice Solihull Borough
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2015

13. Statement of funds (continued)

deal with the increased volume of people accessing through the telephone number.

Citizens Advice Energy Best Deal

A one off project to put on workshops to explain to people the benefits of becoming more energy efficient along with providing advice on swapping energy providers both in the workshops and face to face.

Chemsley HUB

Summary of funds

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/(out) £	Carried Forward £
Designated funds	103,000	-	-	70,000	173,000
General funds	230,470	305,649	(319,574)	(71,055)	145,490
	<u>333,470</u>	<u>305,649</u>	<u>(319,574)</u>	<u>(1,055)</u>	<u>318,490</u>
Restricted funds	41,392	203,334	(202,961)	1,055	42,820
	<u>374,862</u>	<u>508,983</u>	<u>(522,535)</u>	<u>-</u>	<u>361,310</u>

14. Analysis of net assets between funds

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Tangible fixed assets	-	15,013	15,013	19,766
Current assets	53,720	319,244	372,964	422,928
Creditors due within one year	(10,900)	(15,767)	(26,667)	(67,832)
	<u>42,820</u>	<u>318,490</u>	<u>361,310</u>	<u>374,862</u>

15. Pension commitments

The company operates a stakeholder pension scheme. The pension cost and charge represents contributions payable by the company to the fund and amounted to £4,253 (2014 - £4,517). At 31 March 2015 contributions amounting to £394 (2014 - £192) were receivable.

16. Operating lease commitments

At 31 March 2015 the company had annual commitments under non-cancellable operating leases as follows:

	2015	2014
	£	£
Expiry date:		
Between 2 and 5 years	720	720