

**EASTBOURNE CITIZENS ADVICE BUREAU  
CITIZENS ADVICE EASTBOURNE  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

**Company Registration No. 04171801 (England and Wales)**

**Charity Registration No. 1086163**

**EASTBOURNE CITIZENS ADVICE BUREAU  
CITIZENS ADVICE EASTBOURNE  
LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	M Frayne D Turner P Barrow R Bedford S Holt
<b>Secretary &amp; CEO</b>	A Bruzon
<b>Charity number</b>	1086163
<b>Company number</b>	04171801
<b>Principal address</b>	Unit 6, Highlight House 8 St Leonards Road Eastbourne East Sussex BN21 3UH
<b>Registered office</b>	Unit 6, Highlight House 8 St Leonards Road Eastbourne East Sussex BN21 3UH
<b>Independent examiner</b>	Nicholas Brown FCA DChA 18 Hyde Gardens Eastbourne East Sussex BN21 4PT
<b>Bankers</b>	CAF Cash Limited PO Box 289 West Malling Kent ME19 4TA

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# EASTBOURNE CITIZENS ADVICE BUREAU CITIZENS ADVICE EASTBOURNE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018

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The Trustees present their report and accounts for the year ended 31 March 2018.

### **Basis of preparation**

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

### **Structure, governance and management**

Eastbourne Citizens Advice Bureau (also known as Citizens Advice Eastbourne) was incorporated on 2 March 2001, company number 04171801, and is registered with the Charity Commission in England and Wales, registration number 1086163. It is governed by its Memorandum and Articles of Association. Further details of the charity including its registered office, principal address and details of professional advisors can be found on the second page of the accounts headed 'Legal and administrative information'.

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

The Trustees, who are also the directors of the company for the purpose of company law, who served during the year, were:

M Frayne	
S Holt	
A Walker	(Appointed 7 November.2017; Resigned 18 July 18)
D Turner	
R Bedford	
P Barrow	
R Speight	(Resigned 4 June 2018)

Trustees are elected from the local community and either reside or work in Eastbourne or the surrounding area.

New trustees are appointed by the Committee of Management in accordance with the charitable company's Memorandum and Articles of Association.

Newly appointed trustees are provided with a comprehensive induction to Citizens Advice Eastbourne through the provision of training courses and mentoring by established trustees.

Citizens Advice Eastbourne 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 Eastbourne and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly. The Trustee Board is independent from the key management personnel, including the Chief Executive Officer. A register of members' interests is maintained at the registered office, and is available to the public.

# **EASTBOURNE CITIZENS ADVICE BUREAU CITIZENS ADVICE EASTBOURNE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018**

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Day to day responsibility for the activities of the Bureau is delegated to the Chief Executive Officer, Mr A Bruzon.

None of the trustees has any beneficial interest in the company. None of the trustees receive remuneration or other benefits for their work with the charity. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

At 31<sup>st</sup> March 2018 Eastbourne Citizens Advice had 5 members.

The trustees are not aware of any contractual relationship with a related party and no such related party transactions have been reported in the current year.

Citizens Advice Eastbourne 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 Eastbourne 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.

### **Major Risks**

The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To that end the Trustees maintain a corporate risk register which is reviewed and updated regularly. Citizens Advice Eastbourne is continually monitoring and managing its risk and ensuring action plans are in place to mitigate its key risks.

Included in external risks is that of the loss of funding. The effects of this have been reduced by the procedures in place, which have resulted in funding being obtained from other sources. The charity continues to seek to diversify its funding sources.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

### **Objectives**

Citizens Advice Eastbourne aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies and services and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

### **Public Benefit**

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

# EASTBOURNE CITIZENS ADVICE BUREAU CITIZENS ADVICE EASTBOURNE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018

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### Contribution of Volunteers

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

54 volunteers contributed approximately 20,228 hours of work to Eastbourne Citizens Advice during the year. We estimate the value of this help to be in excess of £314,864 in respect of the current year; an increase from the figure of the previous year which was estimated at £300,000.

### Achievements and Performance

The principal activity of Citizens Advice Eastbourne is the provision of free, confidential, independent and impartial advice, information and counsel for members of the public. We provide advice to anyone who seeks it, regardless of race, ethnicity, gender, disability, age, religion or sexual orientation.

In addition to generalist advice the following specialist advisory services were provided:

- i) Debt advice for people suffering with long term health or mental health problems,
- ii) Specialist Welfare Benefit and Debt provision,
- iii) Advice on Money Management.

Advisory services are provided through face-to-face consultations, telephone advice lines and e-mail. In addition, clients have access to an internet based advice guide.

We have helped 3,737 people during the year and most clients are present with more than one problem. In total we helped with 8,761 new problems in the year.

The major problem areas identified during the course of the year were as follows:

	<u>2017-2018</u>		<u>2016-2017</u>	
Benefits & tax credits	2,732	31%	3377	33%
Benefits Universal Credit	356	4%	-	-
Consumer goods & services	237	3%	311	3%
Debt	1,572	18%	2091	21%
Discrimination	32	0%	44	0%
Education	27	0%	53	1%
Employment	769	9%	893	9%
Financial services & capability	107	1%	253	2%
Health & community care	141	2%	214	2%
Housing	847	10%	905	9%
Immigration & asylum	184	2%	178	2%

# EASTBOURNE CITIZENS ADVICE BUREAU CITIZENS ADVICE EASTBOURNE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018

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Legal	407	5%	407	4%
Other	584	7%	533	5%
Relationships & family	539	6%	615	6%
Tax	81	1%	119	1%
Travel & transport	72	1%	83	1%
Utilities & communications	74	1%	120	1%
<b>Grand Total</b>	<b>8,761</b>		<b>10,196</b>	

There has been no significant change in the split of problems which have required our assistance. Benefits and debt continue to account for over 50% of all problems.

Citizens Advice uses an external Treasury-approved model that allows us to put a financial value on a handful of key areas where we can evidence the value we create locally through our advice provision and from working with volunteers. This estimates that, in 2017/2018, for every £1 invested in our service, £2.99 is returned in fiscal benefits savings to the Government, £17.16 in public benefit through wider economic and social benefits to the local community, and £17.67 directly to individuals.

We have been actively involved in identifying issues that affect the community and have made representation to the appropriate organisations.

Current key issues revolve around eligibility for Sickness and Disability Benefits, Universal Credit (which was introduced into Eastbourne during the year), standards of temporary accommodation and homelessness in Eastbourne.

### **Fundraising Activities**

Total income for the year was £250,124, a reduction of £11,289 on 2016/2017. This is mostly accounted for by the cessation of funding for the EBICO project.

The Fundraising Committee was extremely active during the course of the year. As a result of their activity we received further grants of £5,000 from each of the J Jackson Foundation and the Sussex Community Foundation. We are grateful to both of these organisations for their continuing support.

As referred to in last year's report, Eastbourne, Seaford & Hailsham CCG have continued their support of the Money Advice service allowing this to become a fully funded project.

In addition, members of the Fundraising Committee either organised or undertook fundraising activities in the form of sponsored walks and local collections. The support given by the local community through participation in such activities forms a very important part of our funding.

### **Financial Position**

There was an overall surplus of £17,691 for the year (2016/17 surplus of £6,961). At 31 March 2018 total reserves were £94,542 of which £77,593 represented unrestricted funds, £9,000 designated reserves and £7,949 related to restricted funds.

# **EASTBOURNE CITIZENS ADVICE BUREAU CITIZENS ADVICE EASTBOURNE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018**

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### **Reserves Policy**

Citizens Advice Eastbourne is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. Citizens Advice Eastbourne maintains a projection of income for 3 years ahead and tries to ensure that this continues to be derived from as wide a variety of sources possible. We 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 (apart from funding received from Eastbourne Borough Council) 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.

The trustees therefore consider that it is prudent to maintain an amount equivalent to three months of operating expenditure in respect of the core activity. This requires reserves of £41,403, based upon the current year. In addition, the trustees review every year the amount required to cover potential staff liabilities and any shortfall in core funding.

The trustees consider that current reserves are sufficient to cover these eventualities with the set level of reserves of three months core expenditure having been met as at 31 March 2018.

Eastbourne Borough Council is our major funder. We have a three year agreement with EBC ending in March 2019 but their continued funding is contingent on no significant change in the level of support they receive from central government.

### **Principal Funding Sources**

The Trustees extend their gratitude to Eastbourne Borough Council who continued to provide the majority of support for the core operating capacity of the charity.

Other significant funders specifically for project work include Eastbourne, Seaford & Hailsham CCG, the J Jackson Foundation and Sussex Community Foundation.

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

### **Funds in Deficit**

If at the end of a project the fund is in deficit that deficit is written off against general reserves. Any surpluses are transferred to general reserves.

### **Investment Policy and Activity**

As required in its Memorandum paragraph 3.19 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. The charity does not currently hold any material investments.

### **Plans For The Future**

We continue to keep our funding and service offering under review. Local authority funding is always under threat and this potentially affects the level of support they can provide to us and our services provided.

# **EASTBOURNE CITIZENS ADVICE BUREAU CITIZENS ADVICE EASTBOURNE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018**

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Eastbourne Borough Council continues to be the major supporter of our core activity. However this support is not sufficient to cover all of our core costs and we try to find project funding which can run alongside our core activity and provide a contribution towards those costs. We also undertake local fundraising activities.

During 2017/2018 we were successful in raising sufficient funds to generate a surplus for the year, and we have sufficient free reserves to cover reasonable contingencies. However, with the start of each new financial year we have to generate new and hopefully continuing sources of income in order that we can maintain our current services. The trustees expect to be able to do so in the coming year.

We meet regularly with EBC and keep them fully aware of our financial position. They are also invited to attend our trustee board meetings.

The trustees, staff and volunteers are all working together to try and generate additional funding. Our financial position is kept under constant review.

We also keep our services under review. We have recently sought to identify ways in which we could enhance access to our services, particularly for those least able to help themselves, and this is an area of focus for the future. Any evolution of service is, however, dependent on availability of appropriate resources which means not only financial resources, but also staff and volunteers.

Our organisation is dependent on the continued support of our volunteers who give of their time so generously. The trustees would like to thank all our volunteers, as well as our small team of paid staff for their continued support.

### **Citizens Advice East Sussex**

We continue to actively support Citizens Advice East Sussex (CAES). CAES is a consortium of the bureaux within East Sussex. We work together to improve the service across the county by identifying county wide funding opportunities, enabling best practice and a consistent approach to service across the county.

Alan Bruzon works for CAES on a part time basis in addition to his role as CEO of Eastbourne. He takes the lead identifying opportunities and acting as the single point of contacts for major funders. CAES is charged for his time.

### **Directors' Responsibilities**

The trustees, who are also the directors of Eastbourne Citizens Advice Bureau for the purposes of company law, are responsible for preparing the Trustees' Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law and Charity Law require the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of Citizens Advice Eastbourne and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the directors are required to:

- (a) select appropriate accounting policies and then apply them consistently;

# EASTBOURNE CITIZENS ADVICE BUREAU CITIZENS ADVICE EASTBOURNE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018

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- (b) observe the methods and principles in the Charities SORP;
- (c) make judgements and estimates that are reasonable and prudent;
- (d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- (e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors are also responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of Citizens Advice Eastbourne and to enable them to ensure that the financial statements comply with the Companies Act 2006.

The directors are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant information of which the company's examiners are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's examiners are aware of that information.

Approved on behalf of the Board of Trustees on 6 November 2018.

**P Barrow**  
Trustee

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

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I report to the trustees on my examination of the financial statements of Eastbourne Citizens Advice Bureau (the charity) for the year ended 31 March 2018.

**Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

**Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants of England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act;  
or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Nicholas Brown FCA DChA

Chartered Accountant  
18 Hyde Gardens  
Eastbourne  
East Sussex  
BN21 4PT

Dated: 6 November 2018

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**EASTBOURNE CITIZENS ADVICE BUREAU  
CITIZENS ADVICE EASTBOURNE  
STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted funds general £	Unrestricted funds Designated £	Restricted funds £	Total 2018 £	Total 2017 £
<b><u>Income and endowments from:</u></b>						
Donations and legacies	3	164,084	-	-	164,084	148,755
Income Resources from Charitable Activities	5	-	-	71,508	71,508	84,604
Investments	4	11,532	-	-	11,532	10,075
Other income	6	3,000	-	-	3,000	17,979
<b>Total income</b>		<b>178,616</b>	<b>-</b>	<b>71,508</b>	<b>250,124</b>	<b>261,413</b>
<b><u>Expenditure on:</u></b>						
Charitable activities	7	165,613	-	66,820	232,433	254,452
<b>Net incoming resources before transfers</b>		<b>13,003</b>	<b>-</b>	<b>4,688</b>	<b>17,691</b>	<b>6,961</b>
Gross transfers between funds		(867)	-	867	-	-
<b>Net income for the year/ Net movement in funds</b>		<b>12,136</b>	<b>-</b>	<b>5,555</b>	<b>17,691</b>	<b>6,961</b>
Fund balances at 1 April 2017		65,457	9,000	2,394	76,851	69,890
<b>Fund balances at 31 March 2018</b>		<b>77,593</b>	<b>9,000</b>	<b>7,949</b>	<b>94,542</b>	<b>76,851</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**EASTBOURNE CITIZENS ADVICE BUREAU  
CITIZENS ADVICE EASTBOURNE  
BALANCE SHEET**

**AS AT 31 MARCH 2018**

	Notes	2018 £	£	2017 £	£
<b>Current assets</b>					
Debtors	12	35,937		27,594	
Cash at bank and in hand		64,087		61,099	
		100,024		88,693	
<b>Creditors: amounts falling due within one year</b>					
	13	(5,482)		(11,842)	
Net current assets			94,542		76,851
<b>Income funds</b>					
Restricted funds	15		7,949		2,394
<u>Unrestricted funds</u>					
Designated funds	16	9,000		9,000	
General unrestricted funds		77,593		65,457	
			86,593		74,457
			94,542		76,851

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2018. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on 6 November 2018

M Frayne  
Trustee

P Barrow  
Trustee

**Company Registration No. 04171801**

# **EASTBOURNE CITIZENS ADVICE BUREAU**

## **CITIZENS ADVICE EASTBOURNE**

### **NOTES TO THE FINANCIAL STATEMENTS**

#### ***FOR THE YEAR ENDED 31 MARCH 2018***

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## **1 Accounting policies**

### **Company information**

Eastbourne Citizens Advice Bureau, also known as Citizens Advice Eastbourne, is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 6, Highlight House, 8 St Leonards Road, Eastbourne, East Sussex, BN21 3UH.

### **1.1 Accounting convention**

The accounts have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

### **1.4 Incoming resources**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants receivable are accounted for in the period to which they relate.

**EASTBOURNE CITIZENS ADVICE BUREAU**  
**CITIZENS ADVICE EASTBOURNE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**1 Accounting policies**

**(Continued)**

Rental income relates to that due from the projects and is accounted for when it falls due.

**1.5 Resources expended**

All expenditure is inclusive of VAT, accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category.

Where costs cannot be directly attributable to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

Support costs are those incurred directly in support of expenditure on the objects of the charity and include governance costs. Governance costs are those costs associated with meeting the statutory requirements of the charity, and include independent examination fees and costs linked to the strategic management of the charity.

Any expenditure on equipment and assets exceeding £1,000 is capitalised.

**1.6 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.7 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

**EASTBOURNE CITIZENS ADVICE BUREAU**  
**CITIZENS ADVICE EASTBOURNE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**1 Accounting policies** **(Continued)**

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.8 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.9 Leases**

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

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**3 Donations and legacies**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Donations and gifts	13,796	528
Grants Receivable for core activities	150,288	148,227
	<u>164,084</u>	<u>148,755</u>
<b>Grants receivable for core activities</b>		
Eastbourne Borough Council	115,000	115,000
DWP grant	2,970	-
CAES	9,403	11,413
Citizens Advice	-	6,814
EBC Budget support	10,956	-
Sussex Community Foundation	5,000	5,000
J Jackson Foundation	5,000	10,000
Community Fund	1,500	-
Lucy Trust	459	-
	<u>150,288</u>	<u>148,227</u>

**4 Investment Income**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Rental income	11,500	10,000
Interest receivable	32	75
	<u>11,532</u>	<u>10,075</u>

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**5 Income Resources from Charitable Activities**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Performance related grants	71,508	84,604
	<u>71,508</u>	<u>84,604</u>
<b>Performance related grants</b>		
ESCC General Benefits	33,786	33,672
EBICO	-	12,433
Money Advice	37,722	-
FADES	-	38,499
	<u>71,508</u>	<u>84,604</u>
	<u>71,508</u>	<u>84,604</u>

**6 Other Incoming Resources**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Other income	3,000	17,979
	<u>3,000</u>	<u>17,979</u>

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**7 Total Charitable Expenditure**

	Advisory services £	Project costs £	Total 2018 £	Total 2017 £
Staff costs	116,702	52,717	169,419	186,222
Travel & Subsistence	2,775	490	3,265	3,420
Training	68	687	755	883
Telephone	3,721	-	3,721	6,020
Postage, Printing & Photocopying	3,431	1,185	4,616	4,780
Computer Expenses	1,802	184	1,986	1,297
Subscriptions	50	-	50	100
Legal & Professional Fees	7,364	-	7,364	10,693
CAES Administration Costs	1,620	-	1,620	2,513
Bank Charges	60	-	60	25
Office Equipment	142	16	158	-
Sundry Expenses	3,171	241	3,412	4,314
Management fees	(6,800)	6,800	-	-
	<u>134,106</u>	<u>62,320</u>	<u>196,426</u>	<u>220,267</u>
Share of support costs (see note 8)	29,793	4,500	34,293	32,643
Share of governance costs (see note 8)	1,714	-	1,714	1,542
	<u>165,613</u>	<u>66,820</u>	<u>232,433</u>	<u>254,452</u>
<b>Analysis by fund</b>				
Unrestricted funds - general	165,613	-	165,613	
Restricted funds	-	66,820	66,820	
	<u>165,613</u>	<u>66,820</u>	<u>232,433</u>	
<b>For the year ended 31 March 2017</b>				
Unrestricted funds - general	171,809	-		171,809
Restricted funds	-	82,643		82,643
	<u>171,809</u>	<u>82,643</u>		<u>254,452</u>

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8 Support costs	Support costs	Governance costs	2018	2017
	£	£	£	£
Rent and rates	19,244	-	19,244	19,244
Insurance	1,792	-	1,792	1,765
Light and heat	9,094	-	9,094	9,095
Cleaning	2,195	-	2,195	2,190
Repairs and renewals	1,968	-	1,968	349
Independent Examination	-	1,714	1,714	1,542
	<u>34,293</u>	<u>1,714</u>	<u>36,007</u>	<u>34,185</u>
<u>Analysed between</u>				
Charitable activities	<u>34,293</u>	<u>1,714</u>	<u>36,007</u>	<u>34,185</u>

Support costs have been allocated to the charitable activities on a basis consistent with the use of the resources.

Governance costs for the year include payments to the independent examiner's firm of £1,714 (2017: £1,542) for independent examination services.

**9 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

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**10 Employees**

**Number of employees**

The average monthly number employees during the year was:

	<b>2018</b>	<b>2017</b>
	<b>Number</b>	<b>Number</b>
Charitable activities	7	7

**Employment costs**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Wages and salaries	156,281	170,744
Social security costs	10,540	13,827
Other pension costs	2,598	1,651
	<u>169,419</u>	<u>186,222</u>

Remuneration paid to key management personnel during the year was £32,616 (2017: £31,976).

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity. 54 volunteers contributed approximately 20,228 hours of work to the charity during the year. We estimate the value of this help to be in excess of £314,864 in respect of the current year.

There were no employees whose annual remuneration was £60,000 or more.

**11 Financial instruments**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	6,656	618
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	3,049	8,270

**12 Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Trade debtors	6,656	618
Prepayments and accrued income	29,281	26,976
	<u>35,937</u>	<u>27,594</u>

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**13 Creditors: amounts falling due within one year**

	2018 £	2017 £
Other taxation and social security	2,433	3,572
Trade creditors	199	520
Accruals and deferred income	2,850	7,750
	<u>5,482</u>	<u>11,842</u>

**14 Retirement benefit schemes**

**Defined contribution schemes**

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £2,598 (2017 - £1,651).

**15 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 April 2017 £	Incoming resources £	Expended £	Transfers £	Balance at 31 March 2018 £
Homeless Fund	1,360	-	-	-	1,360
Awards for All	92	-	-	-	92
Surviving Winter	270	-	-	-	270
ESCC General Benefits	672	33,786	(28,231)	-	6,227
Money advice	-	37,722	(38,589)	867	-
	<u>2,394</u>	<u>71,508</u>	<u>(66,820)</u>	<u>867</u>	<u>7,949</u>

The Homeless Fund is monies held to pay for the expenses and short stay accommodation of homeless people.

The Awards for All Fund is a Lottery grant to upgrade IT systems.

The Surviving Winter Fund is a specific fund administered on behalf of the Sussex Community Foundation to support individuals in financial need with heating costs during the winter months.

The ESCC General Benefits Fund is to increase capacity in the area of general advice.

The Money Advice Fund provides information and assistance to clients with financial problems.

Eastbourne Citizen's Advice manages these independently funded schemes within the main offices and receives contributions from the funds towards its infrastructure costs.

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**16 Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2017 £	Movement in funds		Balance at 31 March 2018 £
		Incoming resources £	Expended £	
Property Dilapidations	4,000	-	-	4,000
Archiving	2,000	-	-	2,000
Refurbishment	3,000	-	-	3,000
	<u>9,000</u>	<u>-</u>	<u>-</u>	<u>9,000</u>

The Property Dilapidations Reserve is set aside for potential renovations to the offices at Highlight House.

The archiving reserve is to digitalise paper records.

The Refurbishment Reserve is set aside to allow for refurbishment or renewal of furniture and fittings.

**17 Analysis of net assets between funds**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2018 are represented by:				
Current assets/(liabilities)	77,593	9,000	7,949	94,542
	<u>77,593</u>	<u>9,000</u>	<u>7,949</u>	<u>94,542</u>

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**18 Operating lease commitments**

**Lessee**

The operating lease commitments represent leases to third parties for the rental of the charity's offices. The current rental lease ends at 31 March 2020. There are no break points between now and the end of the lease.

Lease payments in the year were £19,244 (2017: £19,244). We have not been made aware of any increase in the current lease payments of £19,244.

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Within one year	19,244	19,244
Between two and five years	19,244	38,488
	<u>38,488</u>	<u>57,732</u>

**19 Related parties and control**

There were no related party transactions during the year.

The charitable company was under the control of the trustees throughout the year.