



Wealden

Financial statements

for the year ended 31 March 2017

Registered Charity Number 1090666

Company Number 04287877

**Financial statements
for the year ended 31 March 2017**

CONTENTS

Report of the Directors and Trustees	3-9
Independent Examiners Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13-20

Report of the Directors and Trustees

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the financial statements for the year ended 31 March 2017. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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.

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name: Wealden Citizens Advice

Charity Registration: 1090666

Company Registration: 04287877

Registered Office: The Hub
Civic Approach
Uckfield
East Sussex
TN22 1AL

Chief Executive: Kay Birch

Company Secretary: Robert Vanderpump

Bank: CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner: Robert Lines
81 Holmes Avenue
Hove
East Sussex
BN3 7LE

Solicitors: Dawson Hart
The Old Grammar School
Church Street
Uckfield
East Sussex
TN22 1BH

Report of the Directors and Trustees continued ...

The following people were directors/trustees of the Charity on the date of approval of the report and throughout the year except as shown:

DIRECTORS/ TRUSTEES	ROLE	CHANGE 2016-17
Mr Michael David		
Ms Janet Downes		Elected 15 November 2016
Dr Dorothy Joan Goldman		Resigned 16 November 2016
Dr David Horne		
Mr Robert Brian Johnson		
Mr Pal Luthra		
Mr Ian Menzies		Resigned 19 October 2016
Mr Michael Salter		
Mr James Stockdale		
Ms Jeanine Townsend	Deputy Chair	
Ms Francesca Watson		
Mr Frank Winslett	Chair	

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Wealden Citizens Advice is a registered charity and company limited by guarantee. The Company was incorporated, under the name of Uckfield Citizens Advice, as a company limited by guarantee on 1 April 2002. In April 2005, the Company changed its name to Wealden Citizens Advice. At the same time, Crowborough and Hailsham Citizens Advice Bureaux transferred their assets and liabilities to the Company and ceased to exist as independent legal identities. Prior to 31 March 2005, these operated as independent bureaux.

Wealden Citizens Advice is governed by its Memorandum and Articles of Association as amended in January 2011. The maximum liability of each member is limited to £1.

A register of members' interests is maintained at the registered office and is available to the public for inspection.

Report of the Directors and Trustees continued ...

Recruitment, Appointment and Induction of Trustees

Trustees, who are also Directors of the Company, are elected from the local community. They are appointed by the Board and approved at the AGM. A separate process agreed by the Trustee Board is followed for the election of the Chair and Deputy Chair. No other persons or bodies external to the Charity were entitled to appoint persons to the Trustee Board.

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

Organisational Structure

Wealden Citizens Advice is governed by its Trustee Board, which is responsible for setting the strategic direction and the policies of the Charity. The Trustees carry the ultimate responsibility for the conduct of the Charity and for ensuring that it satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and have delegated the day-to-day operation of its offices to the Chief Executive, who is supported by a supervisor at each site. The Trustee Board is independent from management.

Related Parties

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

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

Major risks

The Charity maintains a continuous corporate risk management review. A risk management strategy and risk register were agreed by the Trustee Board. The Trustees recognise that any major risks, to which the Charity is exposed, need to be reviewed and systems established to eliminate, or at least mitigate, the effects of those risks. To that end, the Charity is continually monitoring its risks, reviewing the corporate risk register and ensuring that action plans are in place to manage its key risks.

The major external risk to the Charity is the loss of funding provided by any of its major providers of funds. The effects of this have been mitigated by the implementation of a fundraising strategy, including actions to investigate and identify additional sources, and to make timely submissions for funds.

Report of the Directors and Trustees continued ...

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects, and by ensuring consistent quality of delivery of service for all aspects of the Charity. The procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

3. OBJECTIVES AND ACTIVITIES

Objects

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

Objectives, Strategies and Activities for the Year

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

In addition to the continuing provision of high quality advisory services to the local community, the primary objectives for the year were to extend the means of service provision to include telephone advice and to maintain a specialist debt advisory service staffed by appropriately qualified personnel.

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 for volunteers, induction and training being provided to the extent that necessary knowledge and skills were not pre-existing.

Public Benefit Required

The Trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the local Citizens Advice 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 Wealden Citizens Advice remained the provision of free, confidential, independent and impartial advice, information and counsel for members of the public. This is provided through local Citizens Advice offices in Crowborough, Hailsham and Uckfield. In addition to generalist advice the following specialist advisory services were provided:

- i) Money Advice, including for those with mental health issues
- ii) Specialist Welfare Benefits

Advisory services were provided through face-to-face consultations, a telephone advice line, email, skype and various outreach services at community centres throughout the district.

Report of the Directors and Trustees continued ...

Contribution of Volunteers

The Charity receives help and support in the form of voluntary assistance in advising the public and administering the Charity. An average of 102 volunteers contributed approximately 34,000 hours of work to the local Citizens Advice during the year. We estimate the value of this help at £525,000 in respect of the current year (2015-16: £600,000).

4. ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

Wealden Citizens Advice helped 4,520 people with 17,884 issues in 2016-17. The Charity gained over £5m in improved financial outcomes for clients as a result of a variety of support including: benefit, tax credit and grant applications; and debt write offs.

Despite the ending of significant funding from the National Lottery Big Lottery Fund in September 2015, the Charity has been able to maintain 5-day a week opening, the implementation of a telephone ADVICELINE, along with advice by email and skype either from home or through nine outreach locations.

The National Lottery Fund supported a money advice project for those with mental health issues, which concluded in September 2016. The project met its aim of demonstrating a clear link between resolving financial problems and improved health outcomes, with potential for reducing costs to the NHS. High Weald Lewes Havens Clinical Commissioning Group generously provided funding for specialist money advice services in their area from 1 October 2016; this has enabled the Charity to maintain an expert caseworker money advice service across the District.

A significant priority this year was developing a single point of contact service for those at risk of living in a cold home. The Charity helped clients with 846 issues relating to reducing energy costs and managing fuel debt, with the Charity's *Warm in Wealden* campaign helping people secure nearly £90,000 in additional benefits and savings.

A strategic priority is developing outreach services in other locations for those who would otherwise find it difficult to access face-to-face advice. The development of new services in Polegate and Willingdon is now underway thanks to support from the People's Postcode Lottery. With the support of the Sussex Community Foundation the Charity has also been able to train up receptionists to take on an expanded information assistant role.

Fundraising Activities

Total income for the year was £291,752 a decrease of £58,673 on 2015-16. The primary cause of the decrease was the end of Big Lottery funding: this totalled £302,000 over a period of two years. The Charity has a proactive fundraising strategy in place. No separate expenditure was incurred in fundraising activities during the year outside of staff time incidental to main duties.

Investment Activities

The Charity does not currently hold material investments.

Factors Affecting the Achievement of Objectives

In addition to the funding pressures outlined above, the Charity is finding it increasingly difficult to secure sufficient volunteers able to offer the time commitment required.

Report of the Directors and Trustees continued ...

5. FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £291,752 (2015-16: £350,425). Of this £69,301 (2015-16: £106,985) related to project restricted activities.

A deficit of £8,586 was made in the year (2015-16: deficit £6,390). At 31 March 2017 total reserves were £96,516 of which £96,516 represented unrestricted funds (2016: £105,102).

Reserves Policy

The Charity is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The Charity will maintain a projection of income, and will ensure that this continues to be derived from as wide a variety of resources as possible.

In reviewing the potential costs that could arise should a significant reduction in income be incurred, the Trustees aim to maintain reserves equivalent to three months normal operating expenditure.

The reserves consist of Unrestricted Funds of £96,516, of which £17,500 are Designated Funds for potential dilapidations claims, and £22,000 for costs arising in the event of funding being withdrawn at any time in the future. The reasons for holding particular reserves are outlined in note 14.

Principal Funding Sources

The Trustees express their gratitude to: Wealden District Council; the Town and Parish Councils in Wealden; High Weald Lewes Havens Clinical Commissioning Group; the Sussex Community Foundation; the People's Postcode Lottery; Citizens Advice; the British Energy Savings Network; local charities and businesses; and the Friends of Crowborough CAB, without whom the Charity could not have operated.

The Charity did not have any borrowings from any source at the balance sheet date.

Funds in Deficit

No funds were in deficit at the balance sheet date.

Investment 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.

Report of the Directors and Trustees continued ...

6. FUTURE PLANS

Wealden Citizens Advice aims to continually improve access to its services. Its strategic plan to 2020 focuses on maintaining access to specialist services and extending advice out into the local community.

7. DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year which 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 those financial statements, the directors are required to:

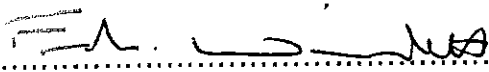
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

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

- so far as we are aware, there is no relevant independent examination 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 independent examination information and to establish that the Charity's independent examiners are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the provisions applicable to companies subject to the small companies regime.

Signed: .....

Chair of Trustees: Frank Winslett

Date: 18th October 2017

Independent examiner's report to the trustees of Wealden Citizens Advice

I report on the accounts for the year ended 31 March 2017 set out on pages 11 to 20.

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.

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 FRSSE) (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.

Robert Lines
Chartered Certified Accountant
81 Holmes Avenue
Hove
East Sussex
BN3 7LE

Date: 4 October 2017

**Statement of financial activities for the year ended 31 March 2017
incorporating the Income and Expenditure Account**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2017 £	Total funds 2016 £
Income from:	1b				
Donations and legacies	2	8,642	-	8,642	2,948
Charitable activities	3	212,184	69,301	281,485	346,940
Other (<i>including fundraising</i>)	4	1,625	-	1,625	537
Total		<u>222,451</u>	<u>69,301</u>	<u>291,752</u>	<u>350,425</u>
Expenditure on:					
Charitable activities	5	232,584	67,754	300,338	356,815
Total Expenditure		<u>232,584</u>	<u>67,754</u>	<u>300,338</u>	<u>356,815</u>
Net income/(expenditure) before transfers	6	(10,133)	1,547	(8,586)	(6,390)
Net movement in funds for the year		(10,133)	1,547	(8,586)	(6,390)
Reconciliation of funds:					
Balances brought forward 2016	12	<u>106,649</u>	<u>(1,547)</u>	<u>105,102</u>	<u>111,492</u>
Balances carried forward 2017	12	<u>96,516</u>	<u>-</u>	<u>96,516</u>	<u>105,102</u>

There are no recognised gains or losses in the year other than those included in the statement of financial activities.

All activities derive from continuing operations.

Wealden Citizens Advice

Balance Sheet as at 31 March 2017

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £	20
Fixed Assets					
Tangible Fixed Assets	8	3,354	-	3,354	-
Current Assets					
Debtors	9	10,200	-	10,200	14,187
Short term deposits		-	-	-	-
Cash at bank and in hand		97,444	-	97,444	108,637
		107,644	-	107,644	122,824
Creditors - amounts falling due within one year	10	14,482	-	14,482	17,722
Net Current Assets		93,162	-	93,162	105,102
Net assets	11	96,516	-	96,516	105,102
Represented by:					
Funds of the Charity					
Unrestricted funds					
General funds	12	57,016	-	57,016	67,149
Designated funds	12	39,500	-	39,500	39,500
Restricted Funds	12	-	-	-	(1,547)
		96,516	-	96,516	105,102

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies for the year ended 31 March 2017.

The directors acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and
- 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).

Signed mf David 19/12/2017 (Director)

Company Registration No: 04287877

Charity Registration No: 1090666

Notes to the financial statements for the year ended 31 March 2017

1. Accounting policies

a) Accounting basis

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.

b) Incoming resources

i) Grants receivable

Grants made to finance the activities of the local Citizens Advice are credited to the income and expenditure account in the period to which they relate.

ii) Bank interest

Bank interest is included in the income and expenditure account on receipt.

iii) Other income

Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.

iv) Gifts and Intangible income

In addition to the above, the Charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements. However, its value to the Charity has been estimated and disclosed in the Report of the Directors and Trustees.

v) Deferred income

Grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected in deferred income on the balance sheet.

c) Resources expended

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and administration as appropriate. Where such costs relate to more than one functional cost category they have been allocated on an estimate of time or floor space basis, as appropriate.

Notes to the financial statements for the year ended 31 March 2017

1. Accounting policies (continued)

d) Fixed assets and depreciation

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows:

Computer equipment	- Straight line over 4 years
Fixtures, fittings and equipment	- Straight line over 5 years

No depreciation is charged in the year of acquisition, but a full year's depreciation is charged in the year of disposal. Where an extended product warranty exceeds the normal depreciable period of an asset, the life of the asset shall be extended to reflect the period of warranty.

e) Restricted funds

Income received for restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated.

f) Designated funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the Trustees' discretion.

g) Leases

Rental costs under an operating lease are charged to the Statement of Financial Activities in equal amounts over the period of the lease.

h) Warranties

Extended product warranties are charged to the statement of financial activities in equal amounts over the period of the warranty. Warranties costing less than £500 are charged to the statement of financial activities in the year of purchase.

i) Irrecoverable VAT

Wealden Citizens Advice is not able to recover VAT.

Notes to the financial statements for the year ended 31 March 2017

2 Donations and legacies

	Unrestricted £	Restricted £	2017 Total £	2016 Total £
Voluntary income				
Donations	8,642	-	8,642	2,948
	<u>8,642</u>	<u>-</u>	<u>8,642</u>	<u>2,948</u>

3 Income from Charitable Activities

	Unrestricted £	Restricted £	2017 Total £	2016 Total £
Fees			-	
Government and public authority Grants	212,184	-	212,184	220,161
Other Grants		69,301	69,301	126,779
	<u>212,184</u>	<u>69,301</u>	<u>281,485</u>	<u>346,940</u>

4 Other Income

	Unrestricted £	Restricted £	2017 Total £	2016 Total £
Activities for generating funds				
Fundraising events	1,014	-	1,014	-
	<u>1,014</u>	<u>-</u>	<u>1,014</u>	<u>-</u>
Investment income				
Bank Interest received	611	-	611	537
	<u>611</u>	<u>-</u>	<u>611</u>	<u>537</u>
Total Other Income	<u>1,625</u>	<u>-</u>	<u>1,625</u>	<u>537</u>

Notes to the financial statements for the year ended 31 March 2017

5 Analysis of expenditure on charitable activities

	Unrestricted	Restricted	Total 2017	Total 2016
	£	£	£	£
Charitable Activities				
Staff costs	152,479	49,940	202,419	230,200
Other direct costs	12,666	3,631	16,297	21,177
Support Costs				
Office, IT, Communications	19,799	4,008	23,807	30,249
Premises	39,287	5,914	45,201	45,912
Other	253	2,943	3,196	19,674
Governance	8,100	1,318	9,418	9,603
Total Resources Expended	<u>232,584</u>	<u>67,754</u>	<u>300,338</u>	<u>356,815</u>

6 Net income/ (expenditure) for the year

	2017	2016
	£	£
Net income / (expenditure) is stated after charging:		
Independent examiners' remuneration	<u>750</u>	<u>1,080</u>

7 Information regarding Trustees, Directors and Employees

	2017	2016
	£	£
Wages and salaries	186,641	201,976
Social security costs	<u>11,835</u>	<u>13,318</u>
	<u>198,476</u>	<u>215,294</u>

The average number of employees, analysed by function was:

	2017	2016
Charitable purposes	14	15
Management and administration of charity	<u>2</u>	<u>2</u>
	<u>16</u>	<u>17</u>

No Trustee was remunerated for any services. Travel costs amounting to £Nil (2016: £Nil) were reimbursed to members of the Trustee Board. Trustee indemnity insurance was purchased as part of Wealden Citizens Advice's general office liability policy. The total cost for the full policy including Trustee indemnity insurance was £1,777 (2016: £1,708).

Notes to the financial statements for the year ended 31 March 2017

8 Fixed assets

	Leasehold land and buildings	Computer Equipment	Fixtures, fittings and equipment	Total
	£	£	£	£
Cost				
At 1 April 2016	-	-	-	-
Additions	-	3,354	-	3,354
Disposals	-	-	-	-
At 31 March 2017	<u>-</u>	<u>3,354</u>	<u>-</u>	<u>3,354</u>
Depreciation				
At 1 April 2016	-	-	-	-
Charge for the year	-	-	-	-
Disposals	-	-	-	-
At 31 March 2017	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net book value 2017	<u>-</u>	<u>3,354</u>	<u>-</u>	<u>3,354</u>
Net book value 2016	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

9 Debtors

	2017	2016
	£	£
Prepayments	3,788	3,935
Accrued Income	6,412	10,252
	<u>10,200</u>	<u>14,187</u>

10 Creditors - amounts falling due within one year

	2017	2016
	£	£
Accruals	3,169	3,660
PAYE	3,313	-
Deferred income (e.g. grants in advance)	8,000	14,062
	<u>14,482</u>	<u>17,722</u>

Notes to the financial statements for the year ended 31 March 2017

11 Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible Fixed Assets	3,354	-	-	3,354
Current Assets	68,145	39,500	-	107,645
Current Liabilities	(14,483)	-	-	(14,483)
Net Assets	<u>57,016</u>	<u>39,500</u>	<u>-</u>	<u>96,516</u>

12 Movement in funds

	At 1 April 2016 £	Income £	Expenditure £	Transfers £	At 31 March 2017 £
Restricted Funds					
FADES	(1,547)	12,861	11,314	-	-
BESN	-	5,100	5,100	-	-
Energy Best Deal	-	12,000	12,000	-	-
CCG Money Advice	-	10,228	10,228	-	-
Polegate Outreach	-	833	833	-	-
Small Projects	-	9,103	9,103	-	-
Winter Resilience	-	19,176	19,176	-	-
Total Restricted Funds	<u>(1,547)</u>	<u>69,301</u>	<u>67,754</u>	<u>-</u>	<u>-</u>
Unrestricted Funds					
Designated redundancy fund	22,000	-	-	-	22,000
Designated property fund	17,500	-	-	-	17,500
General funds	67,149	222,451	232,584	-	57,016
Total Unrestricted funds	<u>106,649</u>	<u>222,451</u>	<u>232,584</u>	<u>-</u>	<u>96,516</u>
Total funds	<u>105,102</u>	<u>291,752</u>	<u>300,338</u>	<u>-</u>	<u>96,516</u>

Notes to the financial statements for the year ended 31 March 2017

13. Purposes of funds

Restricted Funds

**First Aid for Debt East
Sussex (FADES)
The National Lottery**

To provide advice to those in financial difficulty who also have mental health issues. One of the aims of the project is to identify whether dealing with the debt problems can lead to better health outcomes.

**High Weald Lewes Havens
Clinical Commissioning
Group(HWLH CCG) -
Money Advice Project**

To provide expert money advice caseworker services to clients in financial difficulty in the HWLH CCG area.

Citizens Advice

**- Energy Best Deal &
- Energy Best Deal Extra**

To provide information and advice to reduce fuel poverty.

- Winter Resilience Pilot

To assess the potential role of local Citizens Advice to provide a single point of contact for those living in a cold home as anticipated in the NICE Guidelines for Preventing Excess Winter Deaths

**Sussex Community
Foundation**

To enable the development and implementation of an expanded information assistant role for volunteer receptionists.

**Polegate ADVICESTOP
People's Postcode Lottery**

To develop an advice service in Polegate.

**British Energy Savings
Network**

To provide information and advice to reduce fuel poverty.

Notes to the financial statements for the year ended 31 March 2017

14. Designated funds

Redundancy reserve - the reserve has been designated by the Trustees for the purpose of covering redundancy costs totalling £22,000. No redundancies are expected in the next 12 months.

Premises fund – the fund has been designated by the Trustees for the purpose of refurbishment at the end of the leases totalling £17,500.

15. Financial commitments

Capital

The Company has no capital expenditure commitments.

Property Leases

The Company entered into a lease for the Uckfield bureau premises, which expires in March 2021. The annual rent is £15,450. The Lessor and Lessee may terminate the contract with six months' notice. Under the terms of the lease, the Charity is responsible for a proportion of the cost of repairs to the fabric of the building.

At the Crowborough bureau, the lease was renewed on 31 October 2016 for a term of five years at an annual rent of £8,500. There is an annual break clause which can be operated by either party. The property must be returned in the same condition as at the start of the lease.

At Hailsham, a lease was entered into which expired on 11 December 2014 at an annual rent of £7,500. It is a full repairing lease, which has continued on existing terms pending a new agreement.

Operating lease commitments

The company has no annual commitments under non-cancellable operating leases.

16. Related party transactions

During the year, Citizens Advice, of which the Charity is a member, provided insurance and information services. In addition, the Charity purchased services and literature from them at a total cost £8,537 (2016: £9,526).

17. Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

18. Pension costs

The Charity operates a pension plan for its employees with the National Employment Savings Trust (NEST). The Charity's responsibilities under auto-enrolment commenced in August 2016.