

REGISTERED COMPANY NUMBER: 02210997 (England and Wales)
REGISTERED CHARITY NUMBER: 299762

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2018
for
BROMLEY CITIZENS ADVICE BUREAUX LTD**

Haines Watts
Chartered Accountants
Northside House
69 Tweedy Road
Bromley
Kent
BR1 3WA

BROMLEY CITIZENS ADVICE BUREAUX LTD

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for the year ended 31 March 2018**

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BROMLEY CITIZENS ADVICE BUREAUX LTD

**Report of the Trustees
for the year ended 31 March 2018**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Reference and administrative details

Registered Company number
02210997 (England and Wales)

Registered Charity number
299762

Registered office
Community House
South Street
Bromley
Kent
BR1 1RH

Trustees

Ian Dawson - Chairman
Vicky Ling - Vice Chairman
Vincent Wolf (Treasurer)
Peter Ayres
Philip Reynolds
Evelyn Palmer
Robin Saunders
Catherine Owens
John King (Resigned December 2017)
Karen Norwood (Resigned December 2017)
Les Hamilton (Resigned March 2018)

Independent examiner

David Dear ACA
Haines Watts Bromley LLP
Chartered Accountants
Northside House
69 Tweedy Road
Bromley
Kent
BR1 3WA

Bankers

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

HSBC Bank PLC
141 High Street
Beckenham
Kent
BR3 1BX

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2018

Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Charity is a registered charity and a company limited by guarantee. The Company was incorporated on 15 January 1988 and registered as a charity on 21 December 1988. The Company is also known and referred to as Citizens Advice Bromley. At 31 March 2018 the Company had eleven members (2017 - 12). The Company was established under a Memorandum of Association dated 15 January 1988, as amended by special resolutions on 21 November 2001, 21 May 2003, 18 November 2014 and 18 April 2018 which established the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the Company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

Trustees (who are also Company Directors and Members) are elected at the annual general meeting. Applications are welcome from individuals who approach on a personal basis, or who are co-opted by the Trustee Board. All applicants are given an "Introduction to the Board of Trustees" document, outlining some of the key requirements of the role, and are asked to complete an application form and a skills audit. The latter document helps ensure that best use is made of the skills, knowledge and experience that Trustees are willing to offer. Appointments are made following successful selection interviews by both the Chair and CEO, and subject to satisfactory references.

Induction and training of new trustees

Newly appointed Trustees are provided with a comprehensive induction to Citizens Advice Bromley through the provision of training courses and mentoring by established trustees. They are also encouraged to spend at least half a day in the local office in Bromley and at an outreach in order to gain a more detailed understanding of the nature of the work undertaken and challenges faced.

Ongoing training is provided in a variety of ways. Operational updates and presentations given at Board meetings provide further insight into Citizens Advice Bromley's operations and the issues being presented by clients. In addition, there are two Citizens Advice national websites which each have sections aimed specifically at Trustees. They provide detailed reference information and self-help guides on all aspects of Citizens Advice Bromley's governance.

Structure, governance and management

Organisational structure

The Charity 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 the Charity and for ensuring that the Charity satisfies its legal and contractual obligations. The Board meets bi-monthly. The Board is supported by a Resources sub-committee. The Resources sub-committee meets on alternate months to the Board meeting to discuss the Charity's finances and procedures, and make recommendations to the Board.

The trustees who served during the year were as follows:

Ian Dawson - Chairman
Vicky Ling - Vice Chairman
Vincent Wolf (Treasurer)
John King (Resigned December 2017)
Peter Ayres
Karen Norwood (Resigned December 2017)
Les Hamilton (Resigned March 2018)
Philip Reynolds
Evelyn Palmer
Robin Saunders
Catherine Owens

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2018

Management and administration

Citizens Advice Bromley joined with partner organisations, Age UK Bromley & Greenwich, Bromley Mencap, Bromley, Lewisham & Greenwich Mind & Community Links Bromley to become members of Bromley Third Sector Enterprise CIC (BTSE), a Community Interest Company. The Chief Executive of Citizens Advice Bromley is also a Director of BTSE.

BTSE successfully won the contract for the primary and secondary intervention services, known as Bromley Well. Citizens Advice Bromley is responsible for the Single Point of Access on the Bromley Well project as well as continuing our current services throughout Bromley.

Within Citizens Advice Bromley the Chief Executive is responsible for ensuring that the strategic plans are implemented and for managing the members of the Management Team. The Chief Executive is also responsible for budgeting, financial planning and reporting, developing partnerships and assisting the Board in its strategic decision-making, as well as ensuring there is synergy and consistency across the local office and outreach venues.

The Service Delivery Manager, and the Outreach & Casework Manager are responsible for the day-to-day operation of the Local Office and outreaches and for the operational management of the Charity. It is their job to ensure there is adequate cover, provide technical support to the volunteers and caseworkers and manage the practicalities of advice sessions. In addition, they also lead on specific projects or pieces of work. They are supported by our Telephone Casework Supervisor and our Casework Supervisor.

Related parties

The Charity is a member of Citizens Advice, 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 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 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.

Structure, governance and management

Risk management

The Trustees recognise that the major strategic, business and operational risks which the Charity faces need to be regularly reviewed and systems are in place to manage those risks. To that end they regularly monitor risk and take mitigating action as appropriate.

The Charity is largely reliant on a small number of outside, primarily public sector organisations for its funding. The possibility that these sources of income might reduce represents a significant external risk to the Charity. Through implementing the action plan referred to above, the Trustees have ensured the Charity continues to evolve into a revitalised organisation that will continue to attract significant levels of funding for the foreseeable future. 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.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2018

Objectives and activities

Objectives

The object of Bromley Citizens Advice Bureaux Ltd (the Charity), as defined by the Memorandum of Association, is to promote any charitable purpose for the benefit of the community in the London Borough of Bromley by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Aims, objectives, strategies and activities for the year

The Charity aims to improve access to high quality services across the London Borough of Bromley by delivering free, independent, confidential and impartial advice and by leading the advice sector in the borough. It values diversity, and promotes equality. It seeks to exercise a responsible influence on the development of social policies and services to enable and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

- The main objective for the year was on cementing the Single Point of Access for Bromley Well in addition to the provision of high quality advisory services to the local community. The strategies employed to assist the Charity to meet these objectives included the following:
- Operating a one stop telephone service, supported as necessary by referrals to our other partners (pathways) and ourselves through a joined up referral process.
- Continuing the Charity's membership of National Association of Citizens Advice Bureaux (Citizens Advice), to which most Citizens Advice Bureaux offices in England and Wales belong. Citizens Advice sets strict standards for membership that are regularly audited.
- Actively seeking to influence social policy at both national and local level. This included participation in Citizens Advice led campaigns, as well as direct liaison with local policy-makers in order to help raise awareness and influence change.

The Charity provides the advice services through its local office in Bromley, and at various outreaches in Beckenham & Penge and Orpington. In addition Citizens Advice Bromley sub contracts the forms completion service for people, mainly in their own homes.

The Charity contributed to both national and local social policy work and campaigns during the year.

Problems with Benefits & Tax Credits once again formed the largest proportion of identifiable codes with a total of 4,303 issues recorded which represented 34% of the advice we gave. This was followed by debt issues which totalled 3,522 and equated to 28% of our enquiries.

By contributing to national and local research and campaign issues we are able to assist in highlighting and influencing change where hardship occurs.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2018

Objectives and activities

How Citizens Advice Bromley provides Advice

Partnership Working

The Charity works as a partnership under the auspice of Bromley Third Sector Enterprise CIC (BTSE) with Age UK Bromley & Greenwich, Bromley Mencap, Bromley, Lewisham & Greenwich Mind & Community Links Bromley. The aims of The Partnership are to:

- Provide a single point of access for people living in the London Borough of Bromley
- Provide co-ordinated provision of services under a single contract
- Enable the BTSE to be a core provider of health and social care services in and around the London Borough of Bromley
- Enable local voluntary sector organisations to bid for contracts and other funding that they would be unlikely to secure on their own
- Deliver integrated, cost-effective services that deliver the best possible outcomes for people in Bromley and surrounding areas
- Ensure that people's needs are seen holistically and addressed by the right person, in the right place and at the right time

Bromley Well Single Point of Access

In order to access our service patients are encouraged, where possible, to contact Bromley Well. As hosts of the telephone helpline callers are either signposted or referred to one of our pathways as follows:

Older People

People with long term health

Carers

People with mental health conditions

People with Learning difficulties

People with physical disabilities

Information, Legal Advice & Guidance

Face-to-face Advice & Outreach

Personal callers are seen first by a receptionist and then offered a short "gateway interview" to help decide how they can best be advised. Clients will then be offered:

Assisted Information

An appointment for more in depth advice and/or casework

Written information

Referral to another agency or signposting

Emergency appointments are provided at Bromley Town and at outreaches in Orpington, St Pauls Cray and Beckenham and Penge.

Bromley Well Dedicated form filling

Either in the local offices or by home visit, the Bromley Well service offers a dedicated form filling service to help clients complete application forms for disability living allowance, attendance allowance and similar benefits.

Housing Partnerships

In addition, we also work closely with Shelter as well as with Clarion Housing Group and London & Quadrant Housing Association (L&Q) to provide advice & casework to their tenants.

Capitalise Debt Partnership

Citizens Advice Bromley is a partner in the Capitalise Debt Project delivering quality debt advice for our clients. We provide debt casework to our clients under this project.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2018

Objectives and activities

Contribution of Volunteers

The Charity receives significant help and support in the form of voluntary assistance, both in advising the public and administering the charity. Volunteers are carefully selected and follow a well-defined training programme to enable them to fulfil their role effectively.

Over 75 volunteers contributed to over 95,000 hours of work to the Charity during the year. We estimate the value of this help to be over a million pounds a year.

Achievement and performance

Charitable activities

The Charity handled 12,608 new advice events in 2017-18 (2016-17 - 15,984). The number of client contacts for our usual Citizens Advice service in 2017-18 was 11,200 (2016-17 - 16,135). The figures differ from those of previous years due to a change to our database which records the data in a different format. The number of client contacts for our Bromley well project was 5,517. It is worth noting that we now have a second database to manage Bromley Well project.

Financial Outcomes by Advice Area

Category	Benefits & tax credits	Debt	Total
Income gain	£390,243	£3,130	£393,373
Forms completion service	£0	£139,281	£139,281
Debts written off	£0	£25,416	£25,416
Repayments rescheduled	£0	£360	£360
Re-imbursments, services, loans	£0	£36,568	£36,568
	<u>£390,243</u>	<u>£204,755</u>	<u>£594,998</u>

Citizens Advice Bromley is proud of our strong management team and dedicated group of volunteers and the excellent service that we are able to provide for our clients in what is for a number of them a very difficult time.

We are continuing to work with our funders and with other voluntary organisations to ensure that help and assistance is there for our clients when they need it.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2018

Financial review

Reserves policy

Up until the end of the previous financial year the Charity's long standing reserves policy was to keep at least three months' expenditure in unrestricted funds which satisfied the then guidelines issued by the Charity Commission. Indeed, at the end of 2017/18 we had £129,270 the equivalent to 3.4 months expenditure available.

During the financial year of 2015/16, the Charity Commission issued more detailed guidance in the light of some well publicised incidents involving the reserves, or rather lack of them, in some high profile charities. This guidance proposed that all Charity Trustees should both instigate a full review of their current reserves policy and base any future policy on a worst case scenario of the charity having to close and cease trading, and also give more detail on the planned utilisation of any reserves held over and above that amount so calculated.

The Trustees of Citizens Advice Bromley had both anticipated such revised guidance and in any case had instigated a review of our reserves policy as part of our regular ongoing governance. Accordingly, we visualised and detailed a situation where Citizens Advice Bromley had to close but ensuring that we paid all resulting liabilities due to both staff and creditors. Such detail included all salary, state, pension contribution to staff plus other payments such as rents and utility bills.

We are pleased to report that the total figures reached still came within the previous policy of 'three months' expenditure' with the added benefit of satisfying the new Charity Commission guidelines. Accordingly, the Trustees endorsed the continuation of existing reserves policy which for 2017/18 means the retention of £112,796, being three months' worth of the annual expenditure of £451,184.

We have successfully managed to bid on the Bromley Well project which has had the benefit of enabling us to be in a position of recruiting more paid staff and caseworkers.

Financial Position

Incoming resources in the year were £432,561 (2017 - £289,285).

A deficit of £18,623 was generated in the year (2017 - £18,187 deficit). At 31 March 2018 total reserves were £129,270 (31 March 2017 - £147,893), of which £129,270 represented unrestricted funds and £nil restricted funds.

Principal funding sources

The Charity benefited from funding from a variety of sources during 2017-18. The London Borough of Bromley continued to support the delivery of general advice services in quarter one. Further grants and donations from Bromley Third Sector Enterprise (BTSE CIC), Clarion Housing Group, the London Capitalise Debt Project, and L&Q.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2018

Financial review

Investment policy and objectives

No long term investments were held at the balance sheet date. Funds not required for use in the short term are kept on deposit with CAF Bank Ltd. The overall return during the year was £nil.

Future developments

The Charity has a rolling three year action plan aimed at achieving the following strategic objectives:

To provide a cost effective high quality advice service that meets the needs of Bromley's communities.

The Charity is seeking to maintain quality standards by ensuring that staff are trained and supported, that they have adequate resources, and are guided by a competent Trustee Board committed to the food highest standards of governance.

To improve access to services for all communities in Bromley

Citizens Advice Bromley was successful in its bid to become to Single Point of Access of the Bromley well Health& wellbeing project which runs alongside our usual advice and casework services. The Bromley Well funding has allowed us to increase our casework in the areas of housing, debt, benefit & employment.

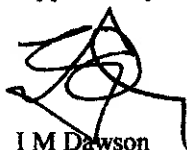
To influence policy and practice at local and national levels by involving and using the experiences of our clients

Citizens Advice Bromley continues to contribute to the effectiveness of Citizens Advice's national research & campaign initiatives and will use evidence collected by the Charity to argue for improvements to services used by people in Bromley. In addition the Charity will continue to ensure that the profile of its volunteers is representative of the population of Bromley. This year we have worked with Bromley College to develop a training programme for students.

To ensure the continued viability of the Citizens Advice Bromley in Bromley

Obviously no local Citizens Advice can operate without adequate resources. Resources are not always money, but can be people, relationships, or access to new sources of support. We need to maximise all of these in order to deliver the best service we can to people in Bromley. We will continue to aim to achieve greater recognition with the public and with Bromley businesses and institutions, become fully integrated into advice and incorporate health and wellbeing into our agenda and develop this among the wider voluntary and community sector in Bromley and last but not least continue to build effective partnerships to promote equality and social inclusion.

Approved by order of the board of trustees on 4 December 2018 and signed on its behalf by:



I M Dawson
Chair of Trustees

**Independent Examiner's Report to the Trustees of
Bromley Citizens Advice Bureaux Ltd**

Independent examiner's report to the trustees of Bromley Citizens Advice Bureaux Ltd ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



David Dear ACA
Haines Watts Bromley LLP
Chartered Accountants
Northside House
69 Tweedy Road
Bromley
Kent
BR1 3WA

Date: 6 / 12 / 2018

BROMLEY CITIZENS ADVICE BUREAUX LTD**Statement of Financial Activities
for the year ended 31 March 2018**

	Unrestricted funds £	Restricted fund £	31.3.18 Total funds £	31.3.17 Total funds £
Incoming resources				
Incoming resources from generated funds				
Voluntary income	832	-	832	3,920
Investment income	-	-	-	-
Incoming resources from charitable activities				
Grants and contracts	<u>431,729</u>	<u>-</u>	<u>431,729</u>	<u>285,365</u>
Total incoming resources	432,561	-	432,561	289,285
Resources expended				
Charitable activities				
Advice (unrestricted)	32,437	-	32,437	30,318
Governance (unrestricted)	31,280	-	31,280	29,235
Governance costs	2,778	-	2,778	2,507
Other resources expended	384,689	-	384,689	245,412
Total resources expended	451,184	-	451,184	307,472
Net incoming resources	(18,623)	-	(18,623)	(18,187)
Reconciliation of funds				
Total funds brought forward	147,893	-	147,893	166,080
Total funds carried forward	129,270	-	129,270	147,893

Continuing operations

All income and expenditure has arisen from continuing activities.

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Balance Sheet
At 31 March 2018**

	Notes	Unrestricted funds £	Restricted fund £	31.3.18 Total funds £	31.3.17 Total funds £
Fixed assets					
Tangible assets	6	-	-	-	582
Current assets					
Debtors	7	104,404	-	104,404	1,003
Cash at bank and in hand		<u>40,589</u>	-	<u>40,589</u>	<u>157,236</u>
		144,993	-	144,993	158,239
Creditors					
Amounts falling due within one year	8	<u>(15,723)</u>	-	<u>(15,723)</u>	<u>(10,928)</u>
Net current assets		<u>129,270</u>	-	<u>129,270</u>	<u>147,311</u>
Total assets less current liabilities		<u>129,270</u>	-	<u>129,270</u>	<u>147,893</u>
Net assets		<u>129,270</u>	-	<u>129,270</u>	<u>147,893</u>
Funds	9				
Unrestricted funds				<u>129,270</u>	<u>147,893</u>
Total funds				<u>129,270</u>	<u>147,893</u>

The notes form part of these financial statements

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Balance Sheet - continued
At 31 March 2018**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

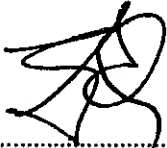
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 4 December 2018 and were signed on its behalf by:



.....
I M Dawson – Chair of Trustees

BROMLEY CITIZENS ADVICE BUREAUX LTD

Notes to the Financial Statements for the year ended 31 March 2018

1. Accounting policies

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102), Financial Reporting Standard 102 and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Incoming resources

Grants receivable - Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Investment Income - Investment Income is included in the Statement of Financial Activities when receivable.

Other income - Provision of services is included in the Statement of Financial Activities in the period to which they relate. Other income, including donations, gifts and covenants are included as they are received.

Gifts and Intangible income - Gifts in kind of fixed assets are included in the Statement of Financial Activities as they are received at the estimated gross value to the charity.

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 directors' report.

Deferred income - Grants received in advance of the period in which the funder requires the expenditure to be applied is reflected in deferred income within creditors.

Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation.

All expenditure is accounted for on an accruals basis. Expenditure includes any VAT which cannot be fully recovered.

Expenditure on charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirement of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity or support function are allocated directly. Where costs relate to more than one activity or support function, they are apportioned on an appropriate and reasonable basis, predominantly with reference to estimated usage or by full time equivalent staff numbers employed on the charitable activity.

Tangible fixed assets

Fixed assets are included at cost. Items are capitalised if their value is over £500. Depreciation is charged on a straight line basis on the costs of the assets over their estimated useful lives. All items are estimated to have a useful life of four years, with the exception of reconditioned IT equipment which are estimated to have a useful life of two years.

Taxation

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

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Notes to the Financial Statements - continued
for the year ended 31 March 2018**

1. Accounting policies - continued

Fund accounting

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

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

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

2. Net income/(expenditure)

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

	31.3.18	31.3.17
	£	£
Depreciation - owned assets	<u>582</u>	<u>1,050</u>

3. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

4. Staff costs

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

	31.3.18	31.3.17
Charitable purposes	9	7
Management and administration	<u>2</u>	<u>2</u>
	<u>11</u>	<u>9</u>

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

BROMLEY CITIZENS ADVICE BUREAUX LTD**Notes to the Financial Statements - continued
for the year ended 31 March 2018****5. Comparatives for the statement of financial activities**

	Unrestricted funds £	Restricted fund £	Total funds £
Income and endowments from			
Donations and legacies	3,920	-	3,920
Charitable activities			
Grants and contracts	<u>285,365</u>	<u>-</u>	<u>285,365</u>
Total	289,285	-	289,285
Expenditure on			
Charitable activities			
Advice (unrestricted)	30,318	-	30,318
Governance (unrestricted)	29,235	-	29,235
Governance costs	2,507	-	2,507
Other resources expended	<u>245,412</u>	<u>-</u>	<u>245,412</u>
Total	307,472	-	307,472
Net income/(expenditure)	(18,187)	-	(18,187)
Reconciliation of funds			
Total funds brought forward	166,080	-	166,080
Total funds carried forward	<u>147,893</u>	<u>-</u>	<u>147,893</u>

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Notes to the Financial Statements - continued
for the year ended 31 March 2018**

6. Tangible fixed assets	Fixtures and fittings £	Computer equipment £	Totals £
Cost			
At 1 April 2017 and 31 March 2018	<u>6,608</u>	<u>54,569</u>	<u>61,177</u>
Depreciation			
At 1 April 2017	6,608	53,987	60,595
Charge for year	<u>-</u>	<u>582</u>	<u>582</u>
At 31 March 2018	<u>6,608</u>	<u>54,569</u>	<u>61,177</u>
Net book value			
At 31 March 2018	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2017	<u>-</u>	<u>582</u>	<u>582</u>
7. Debtors: amounts falling due within one year			
		31.3.18	31.3.17
		£	£
Prepayments and accrued income		<u>104,404</u>	<u>1,003</u>
		<u>104,404</u>	<u>1,003</u>
8. Creditors: amounts falling due within one year			
		31.3.18	31.3.17
		£	£
Social security and other taxes		8,837	4,626
Pension liability		1,068	1,156
Accrued expenses		<u>5,818</u>	<u>5,146</u>
		<u>15,723</u>	<u>10,928</u>
9. Movement in funds			
	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
Unrestricted funds			
General fund	147,893	(18,623)	129,270
	<u>147,893</u>	<u>(18,623)</u>	<u>129,270</u>
TOTAL FUNDS	<u>147,893</u>	<u>(18,623)</u>	<u>129,270</u>

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Notes to the Financial Statements - continued
for the year ended 31 March 2018**

9. Movement in funds - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	432,561	(451,184)	(18,623)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>432,561</u>	<u>(451,184)</u>	<u>(18,623)</u>

Comparatives for movement in funds

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted Funds			
General fund	166,080	(18,187)	147,893
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>166,080</u>	<u>(18,187)</u>	<u>147,893</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	289,285	(307,472)	(18,187)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>289,285</u>	<u>(307,472)</u>	<u>(18,187)</u>

10. Pension commitments

The company operates a defined contributions stakeholder pension scheme and contributes to personal pension plans of certain employees. The assets of the stakeholder scheme are administered by trustees in a fund independent from those of the company. The pension cost charge represents contributions payable by the charitable company and amounted to £3,286 (2017: £5,782). At 31 March 2018 contributions totalling £1,068 were outstanding (2017: £1,156).

11. Related party disclosures

There were no related party transactions for the year ended 31 March 2018.

BROMLEY CITIZENS ADVICE BUREAUX LTD**Detailed Statement of Financial Activities
for the year ended 31 March 2018**

	31.3.18 £	31.3.17 £
Income and endowments		
Donations and legacies		
Donations	832	3,920
Charitable activities		
London Borough of Bromley - advice and information	75,684	199,944
Capitalise - debt advice	79,660	78,151
London & Quadrant Housing Trust	6,329	7,270
BTSE (BromleyWell)	239,996	-
Clarion	<u>30,060</u>	<u>-</u>
	<u>431,729</u>	<u>285,365</u>
Total incoming resources	432,561	289,285
Expenditure		
Other		
Wages	268,207	155,912
Staff & volunteer	12,305	7,886
Office	51,577	45,785
Premises	<u>52,600</u>	<u>35,828</u>
	384,689	245,411
Support costs		
Management		
Wages	51,433	46,375
Office	5,924	7,610
Premises	5,845	4,652
Governance & other	<u>515</u>	<u>917</u>
	63,717	59,554
Governance costs		
Office	34	49
Premises	640	542
Governance and other	<u>2,104</u>	<u>1,916</u>
	<u>2,778</u>	<u>2,507</u>
Total resources expended	451,184	307,472
Net expenditure	<u>(18,623)</u>	<u>(18,187)</u>

This page does not form part of the statutory financial statements