



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	05	2018		30	04	2019

## Section A Reference and administration details

<b>Charity name</b>	Banburyshire Citizen Project
<b>Other names charity is known by</b>	Banburyshire Advice Centre, BCP
<b>Registered charity number (if any)</b>	1170519
<b>Charity's principal address</b>	Banburyshire Advice Centre, Units F10-F11, Cherwell Business Village, Southam Road Banbury <b>Postcode</b> OX16 2SP

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andy Willis	Chairman		
2	Barbara Gilks			
3	Margaret Cullip	Secretary		
4	Jane Kilsby			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated Charitable Association
Trustee selection methods (eg. appointed by, elected by)	Election

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

THE OBJECTS OF THE GROUP SHALL BE: 1) THE RELIEF OF POVERTY 2) THE RELIEF OF THOSE IN NEED BY REASON OF AGE, DISABILITY, FINANCIAL HARDSHIP OR OTHER DISADVANTAGE 3) THE PROMOTION OF GOOD HEALTH AND WELLBEING 4) THE PROMOTION OF SOCIAL INCLUSION OF THOSE EXCLUDED FROM SOCIETY OR PART OF SOCIETY DUE TO THEIR SOCIAL AND/OR ECONOMIC

CIRCUMSTANCES 5) THE ADVANCEMENT OF  
EDUCATION 6) THE FURTHERANCE OF SUCH  
OTHER CHARITABLE PURPOSES (CHARITABLE  
UNDER ENGLISH LAW) AS THE TRUSTEES SEE FIT  
FROM TIME TO TIME

Providing Welfare Benefit Advice, general advice, education course  
information and Career Counselling to the general public. Support to  
Carers mental health wellbeing.

**Summary of the main  
activities undertaken for the  
public benefit in relation to  
these objects (include within  
this section the statutory  
declaration that trustees have  
had regard to the guidance  
issued by the Charity  
Commission on public  
benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During this period of reporting we helped 682 people and clients had a yearly gain of £223,737.76.

We issued 89 Food bank vouchers to families in need. Universal Credit has proven to be an area of concern for clients and we assisted 55 cases. We helped the general public with 76 enquiries which included helping fill in the benefit forms. Employment and Support Allowance was another area where people needed assistance with 59 cases.

During the reporting period we helped 271 Banbury residents, 75 Cherwell residents, 1 City of Oxford resident, 26 South Northants, 6 South Warwickshire, 1 Buckinghamshire resident, 8 Bicester residents and 15 Bodicote residents, 5 West Oxford, 1 Vale of White Horse and 7 Out of area. It is likely we helped these residents on more than one occasion.

We recruited 5 volunteers in the advice department and a number of volunteers to the Carers Support Group.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Maintain 6 months of reserves where possible.

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Sources of funding Grants, Foundations, Trusts, Donations and occasionally service level agreements, funding from local Councils

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Andy Willis	Barbara Gilks
<b>Position (eg Secretary, Chair, etc)</b>	Chairman	Trustee
<b>Date</b>	05/08/2019	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Banburyshire Citizen Project**

No (if any)  
1170210

CC16a

## Receipts and payments accounts

For the period from	Period start date 01-May-18	To	Period end date 30-Apr-19
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Grants & Donations	10,009	25,965	-	35,974	22,059
Gift Aid Receipts	-	-	-	-	-
Interest	0	-	-	0	-
Course fee income	105	-	-	105	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>10,114</b>	<b>25,965</b>	<b>-</b>	<b>36,079</b>	<b>22,059</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>10,114</b>	<b>25,965</b>	<b>-</b>	<b>36,079</b>	<b>22,059</b>
<b>A3 Payments</b>					
Room Hire and entertaining	-	824	-	824	1,038
Training	480	700	-	1,180	1,447
Insurance	1,324	-	-	1,324	1,185
Rent and Rates	320	4,066	-	4,386	4,386
Telephone	135	485	-	620	698
Printing, Postage and Stationery	973	563	-	1,536	1,527
Volunteer Expenses	455	1,374	-	1,829	1,380
Computer costs	1,843	2,340	-	4,183	3,046
Repairs	-	-	-	-	55
Advertising, Publicity and Subscriptions	2,007	1,525	-	3,532	1,705
Operational / Administration	36	329	-	365	769
<b>Sub total</b>	<b>7,573</b>	<b>12,206</b>	<b>-</b>	<b>19,779</b>	<b>17,236</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Computer Equipment	540	711	-	1,251	-
Fixtures & Fittings	480	-	-	480	266
<b>Sub total</b>	<b>1,020</b>	<b>711</b>	<b>-</b>	<b>1,731</b>	<b>266</b>
<b>Total payments</b>	<b>8,593</b>	<b>12,917</b>	<b>-</b>	<b>21,510</b>	<b>17,502</b>
<b>Net of receipts/(payments)</b>	<b>1,521</b>	<b>13,048</b>	<b>-</b>	<b>14,569</b>	<b>4,557</b>
<b>A5 Transfers between funds</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>9,413</b>	<b>6,159</b>	<b>-</b>	<b>15,572</b>	<b>11,015</b>
<b>Cash funds this year end</b>	<b>10,964</b>	<b>19,177</b>	<b>-</b>	<b>30,141</b>	<b>15,572</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	10,964	19,177	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>10,964</b>	<b>19,177</b>	<b>-</b>

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computer Equipment	Restricted	-	-
	Computer Equipment	Unrestricted	-	-
	Purchased / Donated Office Furniture	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
A M Willis	ANDREW WILLIS	5/8/19





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Banburyshire Citizen Project

**On accounts for the year  
ended**

30 April 2019

**Charity no  
(if any)**

1170519

**Set out on page**

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 April 2019.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

**Date:**

5/8/2019

**Name:**

Chris Bleach

**Relevant professional  
qualification(s) or body  
(if any):**

None

**Address:**

11 Thorpe Road, Chacombe

Banbury, Oxon

OX17 2JW