

**REGISTERED COMPANY NUMBER: 04349637 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1092972**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019  
FOR**

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

Miller Roskell Limited  
17 Victoria Road East  
Thornton Cleveleys  
Lancashire  
FY5 5HT

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

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FOR THE YEAR ENDED 31 MARCH 2019**

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**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2019**

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 2019. 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).

**OBJECTIVES AND ACTIVITIES**

Preston & District Citizens Advice Bureau strives to provide individuals and communities with opportunities to achieve their full potential by providing accessible quality services, which alleviate poverty and inequality.

The Charity is committed to relieving injustice and creating an environment which values clients, staff and volunteers.

Preston & District Citizens Advice Bureau aims to provide the advice people need for the problems they face and to improve the policies and practices that affect peoples lives.

We are a local Charity and Company limited by guarantee serving the local communities of Preston & District. We belong to the largest multi-generic advice-giving network in the country. We are independent and provide free, confidential impartial advice to everyone regardless of race, gender, sexuality, religion, sexual orientation or disability.

We aim to give local people a service, which meets local needs and which is flexible and demand driven. We aim to understand partners' goals and demonstrate effective and efficient use of resources.

The Trustees meet at least four times per year plus the Annual General Meeting to manage the affairs of the Charity. When required an Executive Board meet with regard to Finance and Personnel, reporting to the main Trustees' meeting.

Mrs J M Pearson the Chief Officer and Company Secretary is responsible for the daily running of the Charity.

The Charity's work is carried out at its principal office at the Town Hall Annexe, Birley Street, Preston PR1 2QE by paid employees assisted by volunteers who give generously of their time.

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2019**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Paid and volunteer staff undertakes the Charity's work. The volunteer advisers undertake a high quality-training programme and are awarded the CAB Certificate in Generalist Advice Work. The generalist advice service provides individuals with information, advice and assistance in all areas including debt, housing, immigration and nationality, employment, welfare benefits, relationship breakdown, consumer, health, education and financial management. The volunteer staff provide over 285 hours per week which is the equivalent of £4,500 per week of paid staff time. A case management system (CASEBOOK) and other software including QB Welfare Benefits calculation package support the Charity.

The Charity has again managed its resources with prudence to provide the community with a wide range of advice and information services at generalist and specialist levels and has secured external funding to enhance the core services.

All Bureau services are available four days per week.

Through the generalist outreach services the Bureau provides over 200 hours of advice per week, the main Bureau provides 80 hours of advice per week together with 40 hours of specialist money advice being delivered each week from the premises in Birley Street and community based outreach sites.

The Money Advice Service and British Gas Energy Trust provide funding for debt advice and energy efficiency advice. The Money Advice and Fuel Poverty teams have been proactive in developing strong partnerships and links with the Local Authority Community Engagement and the Council tax recovery Team and good working practices are in place to enable clients' problems to be dealt effectively and expediently.

The Charity's Business and Development Plan covers the period 2019 to 2022. The overriding principle of the plan is to ensure services are accessible to all. Partnership working is a priority area and the Charity actively supports local working with partners including Surestart, Riversbank and Ribbleton, HMP Preston Community Engagement Centre,, Disability Equality (NW), Sahara in Preston, Pukar Disability resource Centre, Preston Muslim Forum, INTACT Youth and Community Centre, the Minerva Health Centre, HMP Preston, Preston Mobility Centre, Preston Community Transport, Geoffrey Street Clinic, Preston Job Centre.

Volunteer recruitment is ongoing with training being a key priority.

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2019**

**FINANCIAL REVIEW**

**Principal funding sources**

Details of income and expenditure for the period are shown in the Statement of Financial Activities. The Charity receives a contribution to its core activities and help in kind from Preston City Council, British Gas Trust Fund and receives restricted funding from the MaPS Debt Advice Project to provide support for specialist face to face money advice.

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three months expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Bureau's current activities while consideration is given to ways in which additional funds may be raised. Funds received from the MaPS Debt Advice Project are restricted for use in the staffing and running of the specialist money advice services and are not used for any other purpose.

Funding from the British Gas Energy Trust Fund is restricted for the use in staffing and running costs to provide debt advice, complete Trust Fund applications and provide energy efficiency advice service and are not used for any other purposes.

Start-up costs were received in March 2019 to develop the Department of Works and Pensions Help to Claim Project.

The Project and Exit Fund has been set up to meet immediate operational needs and are invested to achieve the maximum return for an acceptable level of risk. As a registered charity the Bureau only makes authorised investments. As at the year-end date the Trustees considered that there were no funds available to invest. The Charity's investments are reviewed at least every twelve months.

**Investment policy and objectives**

As at the year-end date the Trustees considered that there were no funds available to invest. This position is reviewed at least every twelve months.

**Reserves policy**

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Bureau's current activities while consideration is given to ways in which additional funds may be raised.

## **PRESTON AND DISTRICT CITIZENS ADVICE BUREAU**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

#### **FUTURE DEVELOPMENT**

The Charity is aware that it must continue to strengthen funding of its core services in order to be in a position to bid for external monies.

The Charity is also aware that regional and national funding agencies view consortium bids more favourably.

From April 2019 funding from the Department of Works and Pensions will support the development of the Help to Claim project delivering an end-to-end claims support service which is nationally consistent and provides high quality advice for first time Universal Credit claimants. Universal Credit is our fastest growing advice issue and the evidence collected by the Citizens Advice network shows us people needed more practical support to make and manage their Universal Credit claim. Advisers provide end to end face to face, telephone and web chat support for Universal Credit claimants; guiding people through the claims process- offering tailored support to help them use the flexibilities available in Universal Credit, helping them to get their first payment on time and making sure they are ready to manage it when it arrives; and identify appropriate referrals for advice needs outside the scope of this project.

Partnership work and consortium bids will be developed with Citizens Advice Bureaux in the Lancashire area as well as other local organisations. Broadening the services we offer and how we deliver these services is one of our prime objectives over the next year. To this end, it is recognised that our aim is to improve accessibility to the service using information technology including telephone provision, and to develop different methods of access. The Charity is continually aiming to develop new projects to promote the concept of 'access for all'.

#### **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.

It is registered as a charity under Charity Commission number 1092972. The Directors of the company are also charity trustees for the purposes of charity law and under the company's articles known as management committee members.

##### **Recruitment and appointment of new trustees**

The Board Members apart from one Trustee, who must be nominated by Preston City Council, appoint the Trustees, who are also all Directors of the company.

Re-appointment of Trustees is provided for under the normal Companies Act rules on an annual basis at the Charity's Annual General Meeting. The Trustee Board are mindful when appointing new Trustees of the skills and abilities required to run the Charity effectively. Following initial discussions with the Chair about the nature and purpose of the Charity potential new Trustees are nominated to the Trustee Board and duly elected to the board.

##### **Induction and training of new trustees**

At the time of their appointment new Trustees are provided with a pack of information including copies of the Charity's formal documents and latest financial information, together with copies of pertinent literature from the Charities Commission. The New Trustee Induction pack is provided by the Charity's national organisation.

##### **Risk management**

The Charity has an annual budget approved by the Trustees. There is a regular consideration of the financial results by the Trustees including the review of variances from budget and comparison with benchmarks. The appropriate segregation of duties and delegation of authority has been put into place and there is a regular consideration of new risks facing the charity and the steps needed to deal with these.

The Trustees have assessed the major risks, to which the charity is exposed, in particular those related to the operation and finance of the Charity, to ensure that systems are in place to mitigate exposure to those risks.

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2019**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

04349637 (England and Wales)

**Registered Charity number**

1092972

**Registered office**

Town Hall Annexe  
Birley Street  
Preston  
Lancashire  
PR1 2QE

**Trustees**

Trustees and Directors

The following are both Trustees and Directors:

Mr P Woodburn - Chair  
Mr W Shannon - Vice Chair  
Mr Peter Metcalf MBE

The following are Trustees:

Mr I Member - Representative BME Community Board Member  
Mrs J Moore - Elected Member  
Mr P Crowe - Elected Member  
Ms J Jackson - Elected Member  
Ms Jo Barker - Representative Lancashire County Council Welfare Rights Officer  
Cllr P Moss - Representative Preston City Council  
Mrs H Butterworth - Elected Member

**Bureau Representative**

Mrs S Piggott

**Company Secretary**

Mrs J M Pearson

**Independent examiner**

D. Miller FCCA  
Association of Chartered Certified Accountants  
Miller Roskell Limited  
17 Victoria Road East  
Thornton Cleveleys  
Lancashire  
FY5 5HT

**PUBLIC BENEFIT**

All the funds received by the Charity are used in providing services mentioned in our objects and activities for the benefit of the communities of Preston and District.

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

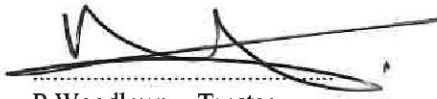
**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2019**

Preston & District Citizens Advice Bureau is a member of 'Citizens Advice', a network of independent UK charities that helps people resolve their money, legal and other problems by providing information and advice and by influencing policymakers. It works entirely in the public interest.

The Trustees of Preston & District Citizens Advice Bureau believe they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 14 November 2015 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'P Woodburn', written over a horizontal dotted line.

P Woodburn - Trustee



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**Independent examiner's report to the trustees of Preston And District Citizens Advice Bureau ('the Company')**  
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

**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**

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



D. Miller FCCA  
Association of Chartered Certified Accountants  
Miller Roskell Limited  
17 Victoria Road East  
Thornton Cleveleys  
Lancashire  
FY5 5HT

Date: 14 November 2019

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2019**

	Notes	Unrestricted funds £	Restricted funds £	31/3/19 Total funds £	31/3/18 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	-	-	-	12,000
<b>Charitable activities</b>					
Generalist		78,779	-	78,779	85,397
Money advice		-	51,010	51,010	47,781
British Gas Energy Trust Fund		-	86,325	86,325	70,000
Comic Relief		-	-	-	13,352
Help to claim		-	11,275	11,275	-
<b>Total</b>		<b>78,779</b>	<b>148,610</b>	<b>227,389</b>	<b>228,530</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Generalist		74,618	-	74,618	129,139
Money advice		-	51,010	51,010	47,781
Equipment		280	-	280	374
British Gas Energy Trust Fund		-	86,325	86,325	70,000
Comic Relief		-	-	-	13,352
Help to claim		-	11,275	11,275	-
<b>Total</b>		<b>74,898</b>	<b>148,610</b>	<b>223,508</b>	<b>260,646</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>3,881</b>	<b>-</b>	<b>3,881</b>	<b>(32,116)</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>77,511</b>	<b>-</b>	<b>77,511</b>	<b>109,627</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>81,392</b>	<b>-</b>	<b>81,392</b>	<b>77,511</b>

The notes form part of these financial statements

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**BALANCE SHEET  
AT 31 MARCH 2019**

	Notes	31/3/19 £	31/3/18 £
<b>FIXED ASSETS</b>			
Tangible assets	7	841	1,121
<b>CURRENT ASSETS</b>			
Debtors	8	6,689	13,078
Cash at bank		78,794	94,930
		<u>85,483</u>	<u>108,008</u>
<b>CREDITORS</b>			
Amounts falling due within one year	9	(4,932)	(31,618)
<b>NET CURRENT ASSETS</b>		<u>80,551</u>	<u>76,390</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		81,392	77,511
<b>NET ASSETS</b>		<u>81,392</u>	<u>77,511</u>
<b>FUNDS</b>	11		
Unrestricted funds:			
Generalist		10,441	10,695
Equipment		841	1,121
Redundancy fund		55,110	43,695
Project and Exit Fund		15,000	22,000
		<u>81,392</u>	<u>77,511</u>
Restricted funds:		-	-
<b>TOTAL FUNDS</b>		<u>81,392</u>	<u>77,511</u>

The notes form part of these financial statements

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**BALANCE SHEET - CONTINUED  
AT 31 MARCH 2019**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

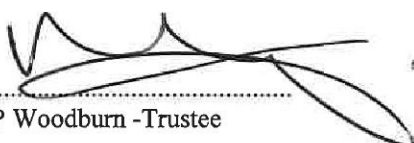
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 14 November 2019 and were signed on its behalf by:

  
P Woodburn -Trustee

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2019**

**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) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

**Taxation**

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

**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. DONATIONS AND LEGACIES**

	31/3/19	31/3/18
	£	£
Donations	-	12,000

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019**

**3. NET INCOME/(EXPENDITURE)**

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

	31/3/19	31/3/18
	£	£
Depreciation - owned assets	280	374

**4. TRUSTEES' REMUNERATION AND BENEFITS**

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

**5. STAFF COSTS**

	2019	2018
	£	£
Wages and salaries	171,783	200,048
	<u>171,783</u>	<u>200,048</u>

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

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	12,000	-	12,000
<b>Charitable activities</b>			
Generalist	85,397	-	85,397
Money advice	-	47,781	47,781
British Gas Energy Trust Fund	-	70,000	70,000
Comic Relief	13,352	-	13,352
<b>Total</b>	<u>110,749</u>	<u>117,781</u>	<u>228,530</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Generalist	129,139	-	129,139
Money advice	-	47,781	47,781
Equipment	374	-	374
British Gas Energy Trust Fund	-	70,000	70,000
Comic Relief	13,352	-	13,352
<b>Total</b>	<u>142,865</u>	<u>117,781</u>	<u>260,646</u>

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019**

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>NET INCOME/(EXPENDITURE)</b>	(32,116)	-	(32,116)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	109,627	-	109,627
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>77,511</u>	<u>-</u>	<u>77,511</u>

**7. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2018 and 31 March 2019	<u>5,546</u>	<u>30,354</u>	<u>35,900</u>
<b>DEPRECIATION</b>			
At 1 April 2018	5,320	29,459	34,779
Charge for year	<u>56</u>	<u>224</u>	<u>280</u>
At 31 March 2019	<u>5,376</u>	<u>29,683</u>	<u>35,059</u>
<b>NET BOOK VALUE</b>			
At 31 March 2019	<u>170</u>	<u>671</u>	<u>841</u>
At 31 March 2018	<u>226</u>	<u>895</u>	<u>1,121</u>

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/3/19 £	31/3/18 £
Trade debtors	5,600	-
Prepayments and accrued income	<u>1,089</u>	<u>13,078</u>
	<u>6,689</u>	<u>13,078</u>

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019**

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/3/19	31/3/18
	£	£
Trade creditors	2,146	1,433
Social security and other taxes	2,756	2,550
Other creditors	30	27,635
	<u>4,932</u>	<u>31,618</u>

**10. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds	Restricted funds	31/3/19 Total funds	31/3/18 Total funds
	£	£	£	£
Fixed assets	841	-	841	1,121
Current assets	85,483	-	85,483	108,008
Current liabilities	(4,932)	-	(4,932)	(31,618)
	<u>81,392</u>	<u>-</u>	<u>81,392</u>	<u>77,511</u>

**11. MOVEMENT IN FUNDS**

	At 1/4/18 £	Net movement in funds £	At 31/3/19 £
<b>Unrestricted funds</b>			
Generalist	10,695	(254)	10,441
Equipment	1,121	(280)	841
Redundancy fund	43,695	11,415	55,110
Project and Exit Fund	22,000	(7,000)	15,000
	<u>77,511</u>	<u>3,881</u>	<u>81,392</u>
<b>TOTAL FUNDS</b>	<u>77,511</u>	<u>3,881</u>	<u>81,392</u>



**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019**

**11. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Generalist	78,779	(79,033)	(254)
Equipment	-	(280)	(280)
Redundancy fund	-	11,415	11,415
Project and Exit Fund	-	(7,000)	(7,000)
	<u>78,779</u>	<u>(74,898)</u>	<u>3,881</u>
<b>Restricted funds</b>			
Money advice	51,010	(51,010)	-
British Gas Energy Trust Fund	86,325	(86,325)	-
Help to Claim	11,275	(11,275)	-
	<u>148,610</u>	<u>(148,610)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u><u>227,389</u></u>	<u><u>(223,508)</u></u>	<u><u>3,881</u></u>

**Comparatives for movement in funds**

	At 1/4/17 £	Net movement in funds £	At 31/3/18 £
<b>Unrestricted Funds</b>			
Generalist	9,132	1,563	10,695
Equipment	1,495	(374)	1,121
Redundancy fund	49,000	(5,305)	43,695
Project and Exit Fund	50,000	(28,000)	22,000
	<u>109,627</u>	<u>(32,116)</u>	<u>77,511</u>
<b>TOTAL FUNDS</b>	<u><u>109,627</u></u>	<u><u>(32,116)</u></u>	<u><u>77,511</u></u>

**PRESTON AND DISTRICT CITIZENS  
ADVICE BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019**

**11. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Generalist	97,397	(95,834)	1,563
Redundancy fund	-	(5,305)	(5,305)
Comic Relief	13,352	(13,352)	-
Equipment	-	(374)	(374)
Project and Exit Fund	-	(28,000)	(28,000)
	<u>110,749</u>	<u>(142,865)</u>	<u>(32,116)</u>
<b>Restricted funds</b>			
Money advice	47,781	(47,781)	-
British Gas Energy Trust Fund	70,000	(70,000)	-
	<u>117,781</u>	<u>(117,781)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>228,530</u>	<u>(260,646)</u>	<u>(32,116)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/17 £	Net movement in funds £	At 31/3/19 £
<b>Unrestricted funds</b>			
Generalist	9,132	1,309	10,441
Equipment	1,495	(654)	841
Redundancy fund	49,000	6,110	55,110
Project and Exit Fund	50,000	(35,000)	15,000
<b>TOTAL FUNDS</b>	<u>109,627</u>	<u>(28,235)</u>	<u>81,392</u>

**PRESTON AND DISTRICT CITIZENS  
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019**

**11. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Generalist	176,176	(174,867)	1,309
Comic Relief	13,352	(13,352)	-
Equipment	-	(654)	(654)
Redundancy fund	-	6,110	6,110
Project and Exit Fund	-	(35,000)	(35,000)
	<u>189,528</u>	<u>(217,763)</u>	<u>(28,235)</u>
<b>Restricted funds</b>			
Money advice	98,791	(98,791)	-
British Gas Energy Trust Fund	156,325	(156,325)	-
Help to Claim	11,275	(11,275)	-
	<u>266,391</u>	<u>(266,391)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>455,919</u>	<u>(484,154)</u>	<u>(28,235)</u>

**12. CONTINGENT LIABILITIES**

There were no contingent liabilities at 31 March 2019 or 31 March 2018

**13. CAPITAL COMMITMENTS**

	31/3/19 £	31/3/18 £
Contracted but not provided for in the financial statements	<u>-</u>	<u>-</u>

**14. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2019.

**PRESTON AND DISTRICT CITIZENS  
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019**

**15. FUNDS**

**UNRESTRICTED FUNDS**

**Generalist fund**

The above is comprised of funding received from Preston City Council, Lloyds TSB Foundation, Comic Relief and DISCOVER Project.

**Equipment fund**

The value of the fund represents the value of tangible fixed assets held by the Charity.

The balance at the year end in the Equipment fund was £841.

**Redundancy fund**

The Redundancy fund is an amount designated by the Trustees. The value of the reserve represents the value of reserve required to meet the Charity's obligations to pay redundancy should the Charity cease to operate.

The balance at the year end in the Redundancy fund was £55,110.

**Project and Exit fund**

This fund is for the outreach and money advice projects specifically for implementing a three month exit strategy at the end of the funding periods to allow for exploration and bidding for other funding streams.

The balance at the year end in the Project and Exit fund was £15,000.

**RESTRICTED FUNDS**

**Money advice fund**

The above is comprised of funding received from the Money Advice Services Debt Advice Project. Funding is restricted to face to face specialist money advice within the terms of the contract.

The balance at the year end in the Money advice fund was £nil.

**British Gas Energy Trust Fund**

The above fund is restricted to deliver Fuel Debt and other poverty related advice within the terms of the contract. The balance at the year end was £nil.