

# **Trustees' report and annual accounts for the year ended 31 March 2015**



# Annual Report and Annual Accounts for the year ended 31 March 2015

## Introduction

The Directors/Trustees are pleased to present their report together with the Financial Statements of the Charitable Company for the year ending 31 March 2015.

The accounts are being audited as a going concern.

## Structure, governance and management

The legal and administrative information set out on page one forms part of this report. The Charitable Company is governed by its Memorandum and Articles of Association dated 19 July 2013. Trustees are recruited who support the aims of the Charity and bring relevant skills and/or local knowledge. The current trustees were appointed as set out on page one of the financial statements. The Board of Trustees meet ten times a year. The Board has two committees: Finance, Audit and Risk, and Service Quality, Outcomes and Impact. The Board has a scheme of delegation. The Board approved the financial plan for 2014-15 and received quarterly management accounts. The Financial Statements comply with statutory requirements and with the Statement of Recommended Practice (Accounting and Reporting by Charities) revised in 2005 and issued by the Charities Commission, known as the Charities SORP.

## Our purpose and ambition

We help people, families and communities by:

- providing advice and advocacy to help people solve the problems they face
- campaigning to improve the policies and practices that affect people's lives.

We tackle poverty and campaign for social justice. We aim to be one of the best advice and advocacy services in the country and one of the leading voluntary and community sector organisations in Sheffield.



Our paid staff and volunteers provide:

- telephone assessment and initial advice five days a week
- drop in assessment and initial advice at venues across Sheffield
- in-depth casework and representation to help people with more complex problems.

We provide advice in English and in 16 other languages including British Sign Language. We provide bespoke services for communities with particular needs, including for example, people with mental health problems, people with long term health problems, deaf people and other people with particular needs. We also provide specialist legal services and mental health advocacy services.

## Activities, achievements and performance

The Trustees consider that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission.

Last year we advised almost 20,000 people with over 60,000 issues. Of the 60,000 issues 41% related to welfare benefits and 33% related to debt and money issues. Our client statistics show that the people came predominantly from the most deprived communities in Sheffield and are vulnerable often with the least access to services.

## Financial review

Sheffield Citizens Advice started delivering services in October 2013. 2014-15 is the first full year of operation. The statement of financial activities shows income of £3,272,801, expenditure of £3,490,584 and hence a deficit of £217,783. The trustees accepted that this deficit was necessary whilst the income and expenditure were stabilised and the management and staff restructure was completed. As part of this change process, expenditure was incurred on redundancy costs, professional advice and consultancy fees and greater than planned expenditure on salaries.

Significant progress has been made and trustees were able to approve a financial plan for 2015-16 which will deliver a modest deficit.

We have a wide range of funders, as set out in note one. The biggest single funder has been Sheffield City Council.

The trustees believe that Sheffield Citizens Advice should hold unrestricted net assets as reserves in order that the charity can continue to operate in the event of unforeseen and potentially financially damaging circumstances arising. The trustees consider that it is prudent to set the reserves target as an amount equivalent to three months' operating expenditure (calculated annually by reference to the financial plan approved by Board). This reserves policy is monitored and reviewed by the trustees at least annually. On the basis of the budgeted expenditure for the coming year this requires reserves of £912,356. Net Assets at 31 March 2015, amounted to £1,200,810 and free reserves, at the same date, amounted to £834,413.

## Investment policy

Any reserves available for investment are held in interest bearing cash deposit accounts chosen in line with the Charity's ethical stance. These reserves are spread across more than one institution to take advantage of the Financial Services Authority's compensation scheme, in the event of bank failure.

## Risk management

The finance, audit and risk committee is responsible for ensuring that we have effective risk management. The risk management includes robust performance management, systematic risk assessment of IT systems and the introduction of measures for greater resilience, compliant with information assurance requirements and detailed inspections of the organisation's premises.



## Plans for the future

The Board has approved a strategy to guide the organisation over the next few years to enable us to realise our ambition. The strategy includes reshaping our advice services, strengthening our mental health advocacy services, supporting and investing in our workforce, transforming our premises, securing new funding, introducing new ways of engaging with local communities and continuing to campaign for changes to public policy that would improve the lives of people in Sheffield.

## Trustees' responsibilities

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

Company law requires the trustees 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 these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time, the financial position of the charitable company and 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 so far as the trustees are aware:

there is no relevant audit information of which the charitable company's auditor is unaware;

and

they have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Tingle Ashmore Ltd were elected as auditors at the meeting of directors and members of the Company on 4 September 2013.

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Signed on behalf of the Trustees



Dated: 2<sup>nd</sup> September 2015

Ian Drayton (Trustee Board Chair and Company Director)



SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
REGISTERED IN ENGLAND AND WALES UNDER COMPANY NUMBER 8616847  
REGISTERED CHARITY NUMBER 1153277

FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST MARCH 2015

TINGLE ASHMORE LTD  
CHARTERED ACCOUNTANTS AND REGISTERED AUDITORS  
SHEFFIELD



**SHEFFIELD CITIZENS ADVICE AND LAW CENTRE**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED**  
**31ST MARCH 2015**

LEGAL AND ADMINISTRATIVE DETAILS

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SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST MARCH 2015  
LEGAL AND ADMINISTRATIVE DETAILS

		Appointed	Resigned
Trustees and directors	Bryan Coleman	18/07/13	
	Ian Drayton	18/07/13	
	Mark Gamsu	18/07/13	
	Alistair Griggs	18/07/13	
	Sharon Hirshman	18/07/13	
	Colin Havard	18/07/13	
	Trevor Smith	18/07/13	
	Chris Goddard	07/08/13	
	Hilary Dawson	04/09/13	
	Andy Chaplin	03/09/14	
	Adrian Budgen	07/08/13	06/11/14
	Laurence Coates	18/07/13	06/11/14
	Sheryl Roberts	18/07/13	06/05/15
Registered office	The Old Dairy Broadfield Road Sheffield S8 0XQ		
Bankers	Unity Trust Bank Plc Nine Brindleyplace Birmingham B1 2HB		
Auditors	Tingle Ashmore Ltd Chartered Accountants and Registered Auditors Enterprise House Broadfield Court Sheffield S8 0XF		
Principal Staff	Chief Executive	Andy Buck (from 14/7/14)	
	Acting Chief Executive	Clare Lodder (to 13/7/14)	
	Head of Planning and Resources	Clare Lodder (from 14/7/14)	
	Head of Service Delivery	Frances Potter (from 14/4/14)	
	Head of Service Quality and Development	Lesley Faithful (from 14/4/14)	
Registered in England and Wales under company number	8616847		
Registered charity number	1153277		

SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST MARCH 2015  
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
SHEFFIELD CITIZENS ADVICE AND LAW CENTRE

We have audited the financial statements of Sheffield Citizens Advice and Law Centre for the year ended 31st March 2015 which comprise the Statement of Financial Activities and Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement set out on page 5, the trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2015, and of its incoming resources and application of resources, including its income and expenditure, for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to Smaller Entities); and
- have been prepared in accordance with the requirements of the Companies Act 2006.



SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST MARCH 2015  
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
SHEFFIELD CITIZENS ADVICE AND LAW CENTRE

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial period for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

*B.P. Ashmore*

Dated : 15th September 2015

Brendan Ashmore ACA  
Senior Statutory Auditor  
for and on behalf of Tingle Ashmore Ltd  
Chartered Accountants and Statutory Auditors  
Enterprise House  
Broadfield Court  
Sheffield  
S8 0XF

SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED

31ST MARCH 2015

STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT

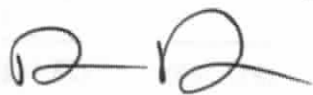
		Unrestricted funds	Restricted funds	Total funds	Total funds
				year ended 31st Mar 2015	six months ended 31st Mar 2014
	Notes	£	£	£	£
Incoming resources					
Incoming resources from charitable activities	1	806,451	2,423,804	3,230,255	1,589,349
Incoming resources from generated funds:					
Voluntary income		24,256	6,000	30,256	4,122
In kind funding	2	-	7,513	7,513	3,403
Investment income - bank interest		4,194	-	4,194	1,156
Other incoming resources		583	-	583	3,270
Total incoming resources		<u>835,484</u>	<u>2,437,317</u>	<u>3,272,801</u>	<u>1,601,300</u>
Resources expended					
Charitable activities	3	905,456	2,455,628	3,361,084	1,618,284
Charitable activities - exceptional item					
Redundancies, compromise agreements and associated costs		103,288	2,455	105,743	-
Governance	4	12,045	11,712	23,757	6,158
Total resources expended	5	<u>1,020,789</u>	<u>2,469,795</u>	<u>3,490,584</u>	<u>1,624,442</u>
Net outgoing resources for the year/period		(185,305)	(32,478)	(217,783)	(23,142)
Transfers between funds	14	<u>21,213</u>	<u>(21,213)</u>	-	-
Net expenditure for the year/period	6	(164,092)	(53,691)	(217,783)	(23,142)
Funds brought forward at 1st April 2014		1,243,419	175,174	1,418,593	1,441,735
Funds carried forward at 31st March 2015		<u>£1,079,327</u>	<u>£121,483</u>	<u>£1,200,810</u>	<u>£1,418,593</u>

SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST MARCH 2015  
BALANCE SHEET

	Notes	2015	2014
		£	£
Fixed assets			
Tangible assets	8	257,953	269,553
Current assets			
Debtors	9	194,268	321,683
Cash at bank and on hand		1,289,698	1,034,174
		1,483,966	1,355,857
Creditors - amounts falling due within one year	10	541,109	206,817
Net current assets		942,857	1,149,040
Net assets		£1,200,810	£1,418,593
Income funds			
Unrestricted funds			
General funds	14	874,622	1,021,776
Designated funds	14	204,705	221,643
		1,079,327	1,243,419
Restricted funds	14	121,483	175,174
Total funds	13	£1,200,810	£1,418,593

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved and authorised for issue by the Board on 2nd September 2015 and signed on their behalf by



.....  
Ian Drayton (Chair)



.....  
Andy Chaplin (Treasurer)



SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST MARCH 2015  
PRINCIPAL ACCOUNTING POLICIES

These financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005 and the Companies Act 2006. The following is a summary of the more important accounting policies used by the charity.

**Incoming resources**

All income is accounted for as soon as the charity has entitlement to the income, there is certainty of receipt and the amount can be measured.

Income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Grants receivable are written off to the income and expenditure account in the period to which they relate. Grants in respect of specific projects are credited to a restricted fund, against which relevant expenditure is charged.

**Contract Income**

Revenue is recognised as contract activity progresses to reflect the partial performance of our contractual obligations. The amount of revenue included reflects the proportion of each case completed.

**In kind funding**

This is included in the Statement of Financial Activities when receivable and is valued at cost to the donor.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. VAT which cannot fully be recovered is reported as a separate item.

All costs directly relating to the objects of the charity are treated as direct charitable expenditure. Wherever possible, specific running costs are charged to individual funds. Where donors have granted sums for general running costs, which include a contribution to shared running costs, the funds are charged with the permitted amount, less any specific running costs incurred.

Charitable expenditure comprises those costs met by the charity in the delivery of its activities and services for its beneficiaries. It includes both the direct costs and support costs relating to such activities

Governance costs include those costs incurred in meeting the constitutional and statutory requirements of the charity and include its audit fees and costs lined to the strategic management of the charity.

**Irrecoverable value added tax**

Irrecoverable value added tax relating to fixed assets is capitalised as part of the asset cost. Amounts that relate to resources expended are written off to the Statement of Financial Activities in the period in which they arise.

SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST MARCH 2015  
PRINCIPAL ACCOUNTING POLICIES

**Pension contributions**

The charity makes defined contributions into a Scottish Widows pension scheme. Contributions are charged to expenditure as they become payable.

**Taxation**

The charity is a registered charity and as such is not liable to corporation tax on its income to the extent that its income is used for charitable purposes.

**Fixed assets**

Depreciation is calculated so as to write off the cost of fixed assets over their estimated useful lives unless the nature of the grant from which they were purchased requires a shorter period. Individual items costing less than £2,000 are excluded. The depreciation rates used are as follows:

Leasehold property	over the remaining term of the lease
Computer equipment	33.3% per annum of cost
Other equipment, fixtures and fittings	33.3% per annum of cost

**Leasing commitments**

Rentals paid under operating leases are charged to the statement of financial activities as the rentals accrue.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity, unless they have been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.



SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED

31ST MARCH 2015

NOTES TO THE FINANCIAL STATEMENTS

	Unrestricted funds	Restricted funds	Total funds	Total funds
			year ended 31st Mar 2015	six months ended 31st Mar 2014
	£	£	£	£
1 Incoming resources from charitable activities				
Sheffield City Council:				
Voluntary Sector Grant	-	1,020,000	1,020,000	600,000
Independent Mental Capacity Act Advocacy Service	129,915	-	129,915	43,593
Independent Mental Health Act Advocacy Service	76,876	-	76,876	37,304
Lifelong Learning and Skills	42,000	-	42,000	30,000
Registered Housing Providers - Advice Service	29,925	-	29,925	30,000
Fairness Commission	-	-	-	18,000
Building Successful Families Service	-	33,000	33,000	13,250
Fairer Charges	-	16,092	16,092	8,046
Deprivation of Liberty Advocacy Service	56,839	-	56,839	7,780
Citizens Advice:				
Money Advice Service funded debt service	-	582,194	582,194	205,175
PensionWise	-	59,815	59,815	-
Big Lottery:				
Improving Financial Confidence - Brass Tactics project	-	170,766	170,766	114,087
Improving Financial Confidence - Vulnerable People project	-	113,870	113,870	77,401
Advice Services Transition Fund	-	145,653	145,653	63,523
Deaf Advice Peer Support	-	20,160	20,160	-
NHS Sheffield Clinical Commissioning Group:				
Generic Advocacy Service	-	109,215	109,215	45,506
Mental Health Advice Service	-	71,000	71,000	17,784
Advice in GP Surgeries (North)	-	-	-	25,000
Other:				
John Paul Getty Trust	100,000	-	100,000	-
Legal Services	115,500	-	115,500	59,852
Weston Park Cancer Information Centre	71,216	-	71,216	37,193
Voluntary Action Sheffield - Sheffield Healthwatch	37,508	-	37,508	21,910
Cloverleaf Advocacy Services	45,317	-	45,317	18,543
SOAR Community - Enhanced Public Health Advice Service	-	10,000	10,000	5,000
Department of Work and Pensions Flexible Support Fund	-	21,000	21,000	-
Small Funds	101,355	51,039	152,394	110,402
	<u>£806,451</u>	<u>£2,423,804</u>	<u>£3,230,255</u>	<u>£1,589,349</u>



SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST MARCH 2015  
NOTES TO THE FINANCIAL STATEMENTS

2 In kind funding

The Sheffield Health & Social Care NHS Foundation Trust provides the charity with office space and other administration support costs. A total of £7,513 (2014 - £3,403) has been recognised as income and expenditure to reflect the administration support costs. No value has been recognised towards the provision of office space.

	Unrestricted funds	Restricted funds	Total funds	Total funds
			year ended 31st Mar 2015	six months ended 31st Mar 2014
	£	£	£	£
3 Costs of charitable activities by fund type				
Advice and information services	<u>£905,456</u>	<u>£2,455,628</u>	<u>£3,361,084</u>	<u>£1,618,284</u>
4 Governance costs				
Audit and accountancy fees	5,413	575	5,988	5,000
Legal and professional fees	5,820	10,803	16,623	-
Other	<u>812</u>	<u>334</u>	<u>1,146</u>	<u>1,158</u>
	<u>£12,045</u>	<u>£11,712</u>	<u>£23,757</u>	<u>£6,158</u>
5 Classification of resources expended				
Wages and salaries			2,694,829	1,251,690
Redundancies, compromise agreements and associated costs			105,743	-
Other staff and volunteer costs			80,716	40,820
Office costs			185,639	83,117
Premises costs			151,897	87,536
Equipment and IT support			69,655	37,922
Professional fees and consultants			39,776	22,106
Partner payments			101,987	44,143
Disbursements			20,487	4,410
Client grants			4,783	578
Audit and accountancy			5,988	5,000
Other costs			11,483	10,025
Depreciation			<u>17,601</u>	<u>37,095</u>
			<u>£3,490,584</u>	<u>£1,624,442</u>
6 Net expenditure for the year/period				
This is stated after charging:-				
Depreciation			17,601	37,095
Auditor's remuneration	- audit		3,629	3,200
	- accountancy		2,359	1,800
Salaries			2,336,746	1,077,805
Redundancies			96,867	-
Employer's national insurance			188,251	87,292
Pension costs			<u>169,832</u>	<u>86,593</u>

SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST MARCH 2015  
NOTES TO THE FINANCIAL STATEMENTS

7 Particulars of employees

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

	2015 No	2014 No
Managers and advice supervisors	23	30
Advisers and advocates	77	73
Administration and support	24	24
	<u>124</u>	<u>127</u>

Calculated on the basis of full-time equivalents, the total was 93 (2014 - 90).

The trustees received no remuneration nor any expenses during either period.  
The number of employees earning over £60,000 per annum was nil.

8 Tangible assets

	Leasehold property £	Equipment, fixtures and fittings £	Total £
Cost or valuation			
As at 1st April 2014	240,000	275,136	515,136
Additions	-	6,001	6,001
As at 31st March 2015	<u>240,000</u>	<u>281,137</u>	<u>521,137</u>
Depreciation			
As at 1st April 2014	2,271	243,312	245,583
Charge for the year	2,271	15,330	17,601
As at 31st March 2015	<u>4,542</u>	<u>258,642</u>	<u>263,184</u>
Net book value			
As at 31st March 2015	<u>£235,458</u>	<u>£22,495</u>	<u>£257,953</u>

9 Debtors

	2015 £	2014 £
Trade debtors	102,217	150,885
Work in progress	24,912	47,791
Grants receivable	24,732	101,480
Other debtors and prepayments	42,407	21,527
	<u>£194,268</u>	<u>£321,683</u>

SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST MARCH 2015  
NOTES TO THE FINANCIAL STATEMENTS

	2015	2014
	£	£
10 Creditors - amounts falling due within one year		
Trade creditors	97,834	53,211
Taxation and social security	25,835	67,127
Accruals	26,172	34,666
Deferred income (note 11)	375,232	6,000
Outstanding pension contributions	15,991	20,903
Other creditors	-	24,290
Funds held on behalf of others	45	620
	<u>£541,109</u>	<u>£206,817</u>

11 Deferred income		
Balance at 1st April 2014	6,000	-
Amount released to Incoming resources from charitable activities	(6,000)	-
Amount deferred in the year/period	375,232	6,000
Balance at 31st March 2015	<u>£375,232</u>	<u>£6,000</u>

Deferred income comprises grants which the donors have specified must be used in future accounting periods.

12 Commitments under operating leases

The charity had annual commitments under non-cancellable operating leases as set out below:

	Land and buildings		Other	
	2015	2014	2015	2014
	£	£	£	£
Expiry date:				
Within 1 year	19,500	-	-	452
Within 2 to 5 years	-	33,500	5,563	1,712
After more than 5 years	12,322	12,322	-	-
	<u>£31,822</u>	<u>£45,822</u>	<u>£5,563</u>	<u>£2,164</u>

13 Total funds

Fund balances at 31st March 2015 are represented by:-

	Unrestricted funds	Designated funds	Restricted funds	Total funds
	£	£	£	£
Fixed assets	244,914	-	13,039	257,953
Net current assets	629,708	204,705	108,444	942,857
Net assets	<u>£874,622</u>	<u>£204,705</u>	<u>£121,483</u>	<u>£1,200,810</u>



**SHEFFIELD CITIZENS ADVICE AND LAW CENTRE**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED**

**31ST MARCH 2015**

**NOTES TO THE FINANCIAL STATEMENTS**

**14 Income funds**

	Balance at 1st Apr 2014	Movement in resources		Transfers between funds	Balance at 31st Mar 2015
	£	£	£	£	£
<b>Restricted funds</b>					
Sheffield City Council:					
Voluntary Sector Grant	-	1,020,000	(1,020,000)	-	-
Building Successful Families	-	33,000	(33,000)	-	-
Fairer Charges	-	16,092	(16,092)	-	-
 Citizens Advice:					
Money Advice Service	-	582,194	(582,194)	-	-
PensionWise	-	59,815	(38,003)	-	21,812
 Big Lottery:					
IFC Brass Tactics project	50,091	170,766	(210,920)	-	9,937
IFC Vulnerable People project	33,551	113,870	(104,171)	-	43,250
Advice Services Transition Fund	38,497	145,653	(164,229)	-	19,921
Deaf Advice Peer Support	-	20,160	(8,533)	-	11,627
 NHS Sheffield Clinical Commissioning Group:					
Generic Advocacy Service	13,167	109,215	(103,556)	(18,826)	-
Mental Health Advice Service	-	71,000	(71,000)	-	-
Advice in GP Surgeries (North)	12,282	-	(12,282)	-	-
 Other:					
SOAR community, Enhanced Public Health	-	10,000	(10,000)	-	-
Flexible Support Fund	-	21,000	(21,000)	-	-
Other smaller funders	13,538	64,552	(69,056)	(7,137)	1,897
 Fixed asset fund	14,048	-	(5,759)	4,750	13,039
<b>Total restricted funds</b>	<b>175,174</b>	<b>2,437,317</b>	<b>(2,469,795)</b>	<b>(21,213)</b>	<b>121,483</b>
 <b>Unrestricted funds</b>					
General funds	1,021,776	835,484	(1,020,789)	38,151	874,622
 Designated funds					
Redundancy	211,643	-	-	(16,938)	194,705
Premises move costs and IT	10,000	-	-	-	10,000
<b>Total unrestricted funds</b>	<b>1,243,419</b>	<b>835,484</b>	<b>(1,020,789)</b>	<b>21,213</b>	<b>1,079,327</b>
 <b>Total funds</b>	<b>£1,418,593</b>	<b>£3,272,801</b>	<b>£(3,490,584)</b>	<b>£-</b>	<b>£1,200,810</b>

SHEFFIELD CITIZENS ADVICE AND LAW CENTRE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31ST MARCH 2015  
NOTES TO THE FINANCIAL STATEMENTS

Purpose of restricted funds

Sheffield City Council:

Voluntary Sector Grant - To contribute to the funding of a city wide advice service for Sheffield including advice provided from a range of locations, in community languages where required and via different channels and pathways.

Building Successful Families Service - A grant to fund the development of bespoke pathways and referral routes for accessing advice services by families supported by Building Successful Families Partnership.

Fairer Charges - A grant to fund the provision of welfare benefits advice for people accessing social care.

Citizens Advice:

Money Advice Service funded debt service - To fund the provision of a specialist debt service across the city.

Pensionwise – A face to face guidance service for people aged 50 or over with a defined contribution pension, delivered to people across South Yorkshire.

Big Lottery:

Improving Financial Confidence - Brass Tactics project - A five year project working in conjunction with social landlords, to provide a range of financial capability services to social tenants and other vulnerable people.

Improving Financial Confidence - Vulnerable People project - A five year project working in conjunction with social landlords, to provide a range of financial capability services to social tenants and other vulnerable people.

Advice Services Transition Fund - A two year project to support the development of an integrated advice service for Sheffield people.

Deaf Advice Peer Support Project – A service to deliver advice, support and mentoring for deaf people.

NHS Sheffield Clinical Commissioning Group:

Generic Advocacy Service - Funding to provide advocacy services for mental health service users.

Mental Health Advice Service - A grant to fund advice for inpatients and people with complex mental health needs within the community.

Other:

Flexible Support Fund – A project funded by DWP to deliver additional support in respect of debt and welfare benefits to job seekers.

SOAR Community - Enhanced Public Health Advice Service - A grant to support debt and welfare benefits advice service in the north of Sheffield.

Other small funders - A range of funding to support core advice service provision including training support to volunteers, bespoke pathways and outreach services and support to clients.

Fixed asset fund - Is the net book value of fixed assets purchased using restricted monies.

Purpose of designated funds

The trustees have decided that some provision should be made for possible redundancies as well as for the replacement of some IT and premises move costs.

Transfer between funds

Where fixed assets are purchased using restricted funds, the relevant cost in the year of addition is transferred out of the relevant restricted fund and into the restricted fixed asset fund. Depreciation in respect of these assets is charged to the restricted fixed asset fund.

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## **Sheffield Citizens Advice and Law Centre**

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