

REGISTERED COMPANY NUMBER: 07890996 (England and Wales)

REGISTERED CHARITY NUMBER: 1146084

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018
FOR**

CITIZENS ADVICE MID-NORTH YORKSHIRE LIMITED

**Momentum Taxation and Accountancy Ltd
Harelands Courtyard Offices
Moor Road
Melsonby
Richmond
North Yorkshire
DL10 5NY**

CITIZENS ADVICE MID-NORTH YORKSHIRE LIMITED

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FOR THE YEAR ENDED 31 MARCH 2018**

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**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).

OBJECTIVES AND ACTIVITIES

Objectives

The company is a charity and exists to promote its charitable purpose for the benefit of the community in Mid North Yorkshire by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Aims, objectives, strategies and activities

Citizens Advice Mid-North Yorkshire aims to enable the people within their area to gain access to information, advice and assistance necessary to participate fully within the community. To this end the Bureau strives to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the services available or through an inability to express their needs effectively. In addition, it endeavours to exercise a responsible influence on the development of social policies and services, both locally and nationally.

The Bureau does not anticipate any major changes in the next year.

Public benefit

The trustees are satisfied that the charitable activities are in line with the Charities Commission guidance on public benefit.

Significant activities

The principal activity of the Bureau is the provision of free, confidential and impartial advice, information and counsel to members of the public. This is provided through several bureau in the area together with outreach centres across Hambleton, Richmondshire, Selby and Ryedale In addition to generalist advice, the following specialist advisory services were provided:

- Advice on welfare benefits for people affected by cancer
- Delivery of face-to-face debt advice targeted in particular at financially excluded clients
- Financial Capability advice to help people develop the skills and confidence to avoid financial crisis
- Rural Outreach Service assisting clients with a diverse range of problems and issues
- Provision of Welfare Benefits advice across Hambleton and Richmondshire.
- Provision of Pension Wise, a central Government funded project managed by Citizens Advice National
- Delivery of Winter Health Co-ordination contract, funded by NYCC across the North Yorkshire.

Provision of these services is through a variety of channels including face to face, via telephone and through webchat.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2018**

OBJECTIVES AND ACTIVITIES

Contribution of volunteers

The Bureau receives help and support in the form of voluntary assistance in advising the public and administering the Bureau. Our volunteers contributed 35,067 hours of work to the Bureau during the year. We estimate the value of this help at £596,141.

We extend our thanks to our team of skilled and dedicated staff and volunteers whose commitment to the Bureau has played a major part in its success. Their continuing enthusiasm and hard work has enabled the Bureau to respond to the ever increasing demand for our services.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

During 2017-18 the Bureau's general activities were mainly financed by grants from North Yorkshire County Council and, Hambleton, Richmondshire, Selby and Ryedale District Councils. In addition, specific projects were funded by

- Hambleton, Richmondshire and Whitby Clinical Commissioning Group
- Money Advice Service
- Department of Work and Pensions
- The Big Lottery Awards for All and Reaching Communities Funds
- European Social Fund
- National Citizens Advice
- Community First North Yorkshire
- Parish and Town Councils were also financially supportive.

It has been a year of uncertainties waiting for decisions from funders whether we would receive funding and how much. In the past the Bureau has met challenges by adapting and embracing new ways of working and everyone involved with the Bureau, volunteers, staff and board members are ready to face the next challenge and take advantage of any opportunities to retain the service in the area of Mid-North Yorkshire.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2018**

FINANCIAL REVIEW

Financial position

Incoming resources in the year were £784,984 (2016-17 £675,477) and, of this total, £449,252 (2016-17 £374,163) related to project restricted activities.

Reserves Policy

The Bureau is required to ensure that resources are available for each financial year to meet any reasonable foreseeable contingency. In current times it is difficult to make projections of income over extended periods but the Board maintains projections of income for at least two years ahead. It will take steps to ensure that the possible cessation of one or more funding streams would not present so serious a challenge to the future of the Bureau that it could not be managed so as to continue to provide a best value advice service.

In considering the likely costs that will arise should there be a significant reduction income, the Board have determined that reserves of £124,200 should be maintained which is equivalent to six months normal operating expenditure.

The trustees have designated amounts from unrestricted reserves for the following purposes:

- Contingency reserve - Set aside to cover costs arising from the Bureau's closure e.g. redundancy payments, equipment lease liabilities
- Renovations reserve - Costs of renovations at the Bureau's freehold and leasehold premises

At the 31 March 2018, the total designated was £126,200.

Funding sources

The Bureau is extremely grateful to all the above funders, together with North Yorkshire County Council, Hambleton District Council, Richmondshire, Selby and Ryedale District Councils and various parish and town councils and other bodies.

Funds in deficit

There were no funds in deficit other than small deficits on the Pension wise and ESF Action Towards Inclusion which will be recovered in the current year.

FUTURE DEVELOPMENTS

In the continuing financial environment of public spending cuts and welfare reform, our services will continue to enable us to investigate improving access by better use of telephone advice and online facilities.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2018**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee incorporated on 22 December 2011 and registered as a charity on 28 February 2012. It commenced trading on 1 April 2012 when it acquired the assets and liabilities of the Hambleton Citizens Advice Bureau and the Richmondshire Citizens Advice Bureau.

The company was established under a Memorandum of Association, which sets out the objects and powers of the charitable company and is governed under its Articles of Association. The maximum liability of each member of the company is £1 and at 31 March 2018 it had 14 members.

Recruitment and appointment of trustees

Members of the Board

Members of the Board who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report, are given on page 5.

The maximum number of trustees is fifteen and the minimum is three. Appointment is by election at the Annual General Meeting or by being co-opted by the Board, provided that, on appointment the total number of co-opted trustees does not exceed one third of the total number of trustees.

All elected trustees shall retire from office at the third annual general meeting following the annual general meeting at which they were elected but may be re-elected. All co-opted trustees shall retire from office at the third annual general meeting following the meeting of the Board at which they were appointed but may then be elected or reappointed.

The charity wishes its Board to be representative of the local communities as well as containing the range of skills necessary to provide leadership and good governance. All trustees give their time voluntarily and any expenses reclaimed by trustees are set out in the notes to the financial statements.

Organisational structure

The Board is responsible for setting the strategic direction of the Bureau and it meets quarterly to administer the charity. Only trustees may vote at these meetings, but they are assisted in their decision making by recommendations from the various sub-committees and by the advice of representatives from staff, volunteers and funders who attend the meetings.

The Chief Executive is appointed by the Board to manage the day to day operations of the charity. Full details of the current staff, volunteers and board observers are provided in the Bureau's annual report.

Induction and training of new trustees

Trustees are recruited and trained in accordance with Citizens Advice policies and procedures.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2018**

STRUCTURE, GOVERNANCE AND MANAGEMENT cont.

Organisational structure

The Board is responsible for setting the strategic direction of the Bureau and it meets quarterly to administer the charity. Only trustees may vote at these meetings, but they are assisted in their decision making by recommendations from the various sub-committees and by the advice of representatives from staff, volunteers and funders who attend the meetings.

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Related parties

Each CAB must be a member of the national organisation 'Citizens Advice' and, to comply with the membership criteria, must meet strictly audited standards of service and delivery annually.

The charity's Chairman and Chief Executive are directors of Citizens Advice North Yorkshire and York which co-ordinates regional Citizens Advice activities.

Risk Management

The Bureau holds a risk register and a sub-committee of the Board reviews the major risks to which the charity may be exposed.

They have also reviewed the key financial controls and operational policies and procedures to confirm that they are adequate to mitigate the risks to the Bureau.

The Board continues to take steps to avert funding cuts and seek alternative sources where funding for a particular project ceases. Income and expenditure is monitored regularly and reviewed quarterly by the Board in comparison with the approved budget to identify trends as part of the risk management process and to avoid calls on reserves.

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

CITIZENS ADVICE MID-NORTH YORKSHIRE LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07890996 (England and Wales)

Registered Charity number

1146084

Registered office

277 High Street
North End
Northallerton
North Yorkshire
DL7 8DW

Trustees

Mrs Rachel Louise Allen

Mrs Rosalind Earl

Carl Anthony Les

Mrs Christine Brown

Councillor Lawrence Grose

Mr Kevin McGready

Mr Neal Porter

Mr Mark Hoggard

Mr Robert Pringle

Ms Claire Elizabeth Chambers

Mr Peter Rhys Cole

Ms Laura Tunney

Mr Martin Charles Collins

Mrs Gillian Cooke

Ms Claire Elizabeth Wesley

Mrs Janet Sharp

Vice Chairman - resigned 10/5/2017
Chairman

Vice Chairman -wef 10/05/2017

- resigned 22/9/2017

- appointed 1/5/2017

- appointed 7/11/2017

- appointed 7/11/2017

-appointed 7/11/2017

Company Secretary

Ms Carol Ann Shreeve

CITIZENS ADVICE MID-NORTH YORKSHIRE LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner

Momentum Taxation and Accountancy Ltd
Harelands Courtyard Offices
Moor Road
Melsonby
Richmond
North Yorkshire
DL10 5NY

Bankers

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

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 7 NOV 18 and signed on its behalf by:



.....
Carl Anthony Les - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CITIZENS ADVICE MID-NORTH
YORKSHIRE LIMITED**

Independent examiner's report to the trustees of Citizens Advice Mid-North Yorkshire Limited ('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 ACCA 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

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CITIZENS ADVICE MID-NORTH
YORKSHIRE LIMITED

P. Cartwright

Momentum Taxation and Accountancy Ltd

P Cartwright
ACCA
Momentum Taxation and Accountancy Ltd
Harelands Courtyard Offices
Moor Road
Melsonby
Richmond
North Yorkshire
DL10 5NY

Date: 8/11/18

CITIZENS ADVICE MID-NORTH YORKSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2018

		Unrestricted funds	Restricted funds	2018 Total funds	2017 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	4,121	-	4,121	4,482
Charitable activities					
General	5	292,742	449,252	741,994	653,857
Other trading activities	3	12,616	-	12,616	16,488
Investment income	4	246	-	246	650
Total		309,725	449,252	758,977	675,477
EXPENDITURE ON					
Charitable activities					
General	6	421,754	428,405	850,159	654,909
NET INCOME/(EXPENDITURE)		(112,029)	20,847	(91,182)	20,568
Transfers between funds	16	(50,481)	50,481	-	20,568
Net movement in funds		(162,510)	71,328	(91,182)	-
RECONCILIATION OF FUNDS					
Total funds brought forward		372,888	331,121	704,009	683,441
Transferred from Ryedale		26,006	-	26,006	-
TOTAL FUNDS CARRIED FORWARD		236,384	402,449	638,833	704,009

The notes form part of these financial statements

CITIZENS ADVICE MID-NORTH YORKSHIRE LIMITED

**BALANCE SHEET
AT 31 MARCH 2018**

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
FIXED ASSETS					
Tangible assets	13	353,344	-	353,344	302,332
CURRENT ASSETS					
Debtors	14	8,825	-	8,825	6,192
Cash at bank and in hand		<u>255,596</u>	<u>43,496</u>	<u>299,092</u>	<u>441,779</u>
		617,765	43,496	661,261	750,303
CREDITORS					
Amounts falling due within one year	15	(22,428)	-	(22,428)	(46,294)
NET CURRENT ASSETS					
		<u>595,337</u>	<u>43,496</u>	<u>638,833</u>	<u>704,009</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>595,337</u>	<u>43,496</u>	<u>638,833</u>	<u>704,009</u>
NET ASSETS					
		<u>595,337</u>	<u>43,496</u>	<u>638,833</u>	<u>704,009</u>
FUNDS					
Unrestricted funds	16			236,384	372,888
Restricted funds				<u>402,449</u>	<u>331,121</u>
TOTAL FUNDS					
				<u>638,833</u>	<u>704,009</u>

The notes form part of these financial statements

CITIZENS ADVICE MID-NORTH YORKSHIRE LIMITED

**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 and were signed on its behalf by:


.....
Mark Hoggard- Treasurer

The notes form part of these financial statements

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) '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.

Land and buildings	- 2% on cost
Plant & Machinery	-25% on cost

Taxation

The charitable 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.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018

2. DONATIONS AND LEGACIES

	2018	2017
	£	£
Donations	<u>4,121</u>	<u>4,482</u>

3. OTHER TRADING ACTIVITIES

	2018	2017
	£	£
Room hire	<u>12,616</u>	<u>12,854</u>

4. INVESTMENT INCOME

	2018	2017
	£	£
Deposit account interest	<u>246</u>	<u>650</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018

5. INCOME FROM CHARITABLE ACTIVITIES

	2018	2017
	£	£
Restricted funds		
MASDAP	52,010	51,257
Macmillan Cancer Support	9,777	39,106
Pension wise	63,221	119,638
Rural Reach	79,023	76,873
ESF Action	73,056	18,222
Advice Matters	90,997	66,497
Selby Advice Network	325	2,570
Bus & Refurb	17,800	-
Winter Health	50,500	-
Aged Veterans	12,543	-
	<u>449,252</u>	<u>374,163</u>
Unrestricted funds		
Richmondshire District Council	35,480	35,480
Town Councils	5,700	7,000
Hambleton District Council	27,450	27,450
Financial Development	29,588	53,676
Selby District Council	39,230	41,330
Selby Town Council	12,000	12,000
North Yorkshire County Council	143,042	105,328
Broadband - Ryedale	250	-
	<u>292,740</u>	<u>282,264</u>
	<u>741,992</u>	<u>653,857</u>

CITIZENS ADVICE MID-NORTH YORKSHIRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018

6. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 7)	Support costs (See note 8)	Totals
	£	£	£
Costs	<u>767,582</u>	<u>82,576</u>	<u>850,158</u>

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2018 £	2017 £
Staff costs	593,731	480,975
Rent & Rates	42,211	27,235
Insurance	1,491	1,599
Light and heat	18,408	15,755
Volunteer Expenses	24,136	18,139
Staff Travel	16,666	18,639
Staff Training	2,481	3,642
Staff Recruitment	543	435
Repairs & Maintenance	59,914	14,574
Depreciation	<u>8,001</u>	<u>6,962</u>
	<u>767,582</u>	<u>587,955</u>

8. SUPPORT COSTS

	Management £	Finance £	Other £	Governance costs £	Totals £
Costs	<u>69,733</u>	<u>65</u>	<u>2,169</u>	<u>10,609</u>	<u>82,576</u>

Support costs, included in the above, are as follows:

Management

	2018 £	2017 £
Insurance	1,532	1,446
Telephone	14,548	11,251
Postage and stationery	10,199	10,174

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**

8. SUPPORT COSTS-continued

Sundries	8,169	10,776
Reference Materials	14,928	14,943
IT Equipment & Support	14,859	11,959
Publicity	<u>5,498</u>	<u>1,529</u>
	<u>69,733</u>	<u>62,078</u>

Finance

	2018	2017
	£	£
Bank charges	<u>65</u>	<u>48</u>

Other

	2018	2017
	£	£
Depreciation of tangible fixed assets	<u>2,169</u>	<u>2,169</u>

Governance costs

	2018	2017
	£	£
Trustees' expenses	-	56
Accountancy and legal fees	82	892
Legal fees	<u>10,527</u>	<u>816</u>
	<u>10,609</u>	<u>1,764</u>

9. NET INCOME/(EXPENDITURE)

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

	2018	2017
	£	£
Depreciation - owned assets	<u>10,170</u>	<u>9,132</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**

10. 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

	2018	2017
	£	£
Trustees' expenses	<u>56</u>	<u>56</u>

There were no trustees' expenses paid for the year ended 31 March 2018.

11. STAFF COSTS

	£
Wages	593,730

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

Full time Equivalent	<u>23.35</u>
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12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	4,412	70	4,482
Charitable activities			
General	280,163	373,694	651,357
Other trading activities	16,088	400	16,488
Investment income	<u>651</u>	<u>(1)</u>	<u>650</u>
Total	<u>301,314</u>	<u>374,163</u>	<u>675,477</u>

CITIZENS ADVICE MID-NORTH YORKSHIRE LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Charitable activities			
General	<u>270,960</u>	<u>383,949</u>	<u>654,909</u>
Total	<u>270,960</u>	<u>383,949</u>	<u>654,909</u>
NET INCOME/(EXPENDITURE)	30,354	(9,786)	20,568
RECONCILIATION OF FUNDS			
Total funds brought forward	258,496	320,715	579,211
Transferred from Selby 16/17	<u>84,038</u>	<u>20,192</u>	<u>104,230</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>372,888</u></u>	<u><u>331,121</u></u>	<u><u>704,009</u></u>

13. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Property Improvement £	Totals £
COST				
At 1 April 2017 and 31 March 2018	333,621	5,692	-	339,313
Additions	<u>-</u>	<u>9,240</u>	<u>51,943</u>	<u>61,183</u>
	333,621	14,932	51,943	400,496
DEPRECIATION				
At 1 April 2017	34,812	2,169	-	36,981
Charge for year	<u>6,963</u>	<u>2,169</u>	<u>1,039</u>	<u>10,171</u>
At 31 March 2018	<u>41,775</u>	<u>4,338</u>	<u>1,039</u>	<u>47,152</u>
NET BOOK VALUE				
At 31 March 2018	<u><u>291,846</u></u>	<u><u>10,594</u></u>	<u><u>50,904</u></u>	<u><u>353,344</u></u>
At 31 March 2017	<u>298,809</u>	<u>3,523</u>	-	<u>302,332</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018	2017
	£	£
Prepayments and accrued income	7,250	-
Prepayments	<u>1,575</u>	<u>6,192</u>
	<u>8,825</u>	<u>6,192</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Other creditors	22,428	46,294
	<u>22,428</u>	<u>46,294</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018

16. MOVEMENT IN FUNDS

	At 1/4/17 £	Net movement in funds £	Transfers between funds £	At 31/3/18 £
Unrestricted funds				
General fund	204,956	(62,176)	(82,545)	60,235
Premises	-	11,300	(11,300)	-
Designated	130,950	-	-	130,950
Financial Development	35,489	7,527	-	43,016
Selby Fixed Assets	1,493	(1,493)	-	-
NYCC	-	2,183	-	2,183
Renovations	-	(43,364)	43,364	-
	<u>372,888</u>	<u>(86,023)</u>	<u>(50,481)</u>	<u>236,384</u>
Restricted funds				
Macmillan Cancer Support	5,473	(5,597)	124	-
Pension wise	-	(116)	-	(116)
MASDAP	-	1,586	(1,586)	-
Building	298,810	(8,001)	51,943	342,751
Rural Reach	3,839	(167)	-	3,672
ESF Action Towards Inclusion	18,127	(20,582)	-	(2,455)
Selby Advice Network	2,916	(291)	-	2,625
Bus & Refurbishment	-	17,800	(9,240)	8,560
Winter Health	-	26,846	-	26,846
Advice Matters	1,956	3,365	-	5,321
Aged Veterans	-	6,005	-	6,005
Fixed Assets Vehicles	-	-	9,240	9,240
	<u>331,121</u>	<u>20,848</u>	<u>50,481</u>	<u>402,449</u>
TOTAL FUNDS	<u><u>704,009</u></u>	<u><u>(65,175)</u></u>	<u><u>-</u></u>	<u><u>638,833</u></u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**

16. 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	151,175	(213,351)	(62,176)
Premises	11,926	(626)	11,300
Financial Development NYCC	29,588	(22,061)	7,527
Renovations	143,043	(140,860)	2,183
Selby Fixed Assets	-	(43,364)	(43,364)
	-	(1,493)	(1,493)
	<u>335,732</u>	<u>(421,755)</u>	<u>(86,023)</u>
Restricted funds			
Macmillan Cancer Support	9,776	(15,373)	(5,597)
Pension wise	63,221	(63,337)	(116)
MASDAP	52,011	(50,425)	1,586
Rural Reach	79,023	(79,190)	(167)
ESF Action Towards Inclusion	73,057	(93,639)	(20,582)
Selby Advice Network	325	(616)	(291)
Bus & Refurb	17,800	-	17,800
Winter Health	50,500	(23,654)	26,846
Advice Matters	90,996	(87,631)	3,365
Aged Veterans	12,543	(6,538)	6,005
Building	-	(8,001)	(8,001)
	-	-	-
	<u>449,252</u>	<u>(428,404)</u>	<u>20,848</u>
TOTAL FUNDS	<u><u>784,984</u></u>	<u><u>(850,159)</u></u>	<u><u>(65,175)</u></u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018

16. MOVEMENT IN FUNDS – continued**Comparatives for movement in funds**

	At 1/4/16 £	Net movement in funds £	At 31/3/17 £
Unrestricted Funds			
General fund	217,369	(12,413)	204,956
Premises	-	-	-
Designated	100,000	30,950	130,950
Financial Development	21,836	13,653	35,489
Selby Fixed Assets	<u>2,985</u>	<u>(1,492)</u>	<u>1,493</u>
	342,190	30,698	372,888
Restricted Funds			
Advice Matters	-	1,956	1,956
Macmillan Cancer Support	5,399	74	5,473
Financial Capability	5,904	(5,904)	-
Building	305,772	(6,962)	298,810
Pension wise	3,819	(3,819)	-
MASDAP	-	-	-
Rural Reach	8,815	(4,976)	3,839
ESF Action Towards Inclusion	-	18,127	18,127
Selby Advice Network	1,937	979	2,916
SC Flooding	<u>9,605</u>	<u>(9,605)</u>	<u>-</u>
	<u>341,251</u>	<u>(10,130)</u>	<u>331,121</u>
Total Funds	579,211	20,568	704,009
Transferred from Selby	104,230		
	<u>683,441</u>	<u>20,568</u>	<u>704,009</u>
TOTAL FUNDS	<u>683,441</u>	<u>20,568</u>	<u>704,009</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018

16. MOVEMENT IN FUNDS – continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	232,362	(233,414)	(1,052)
Premises	12,740	6,504	19,244
Financial Development	56,212	(42,559)	13,653
Selby Fixed Assets	-	(1,492)	(1,492)
	<u>301,314</u>	<u>(270,961)</u>	<u>30,353</u>
Restricted funds			
Advice Matters	66,498	(64,542)	1,956
Macmillan Cancer Support	39,106	(39,032)	74
Pension wise	119,638	(123,909)	(4,271)
MASDAP	51,257	(50,679)	578
Rural Reach	76,872	(81,848)	(4,976)
ESF Action Towards Inclusion	18,222	(95)	18,127
Selby Advice Network	2,570	(1,591)	979
SC Flooding	-	(9,350)	(9,350)
Financial Capability	-	(5,940)	(5,940)
Building	-	(6,962)	(6,962)
	<u>374,162</u>	<u>(383,948)</u>	<u>(9,785)</u>
TOTAL FUNDS	<u>675,476</u>	<u>(654,909)</u>	<u>20,568</u>

17. RELATED PARTY DISCLOSURES

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

18. PURPOSES OF RESTRICTED FUNDS

Building

The fund was used to purchase the freehold property at Northallerton which would be refundable to the Big Lottery on subsequent disposal of the property. The balance will fund the future depreciation of the freehold property and other fixed assets purchased with the funding.

Money Advice Service Debt Advice Project (MASDAP)

This fund is to provide a advice to individuals experiencing financial difficulty in the Hambleton and Richmondshire areas.

Welfare Benefits

This fund is for promoting the uptake of welfare benefits.

Macmillan Cancer Support

This fund is to provide advice and support to people affected by cancer in the Hambleton and Richmondshire areas.

The Big Lottery Fund (Rural Reach)

This fund is a continuation of the Reaching Richmondshire fund to provide a service offering advice and support to people residing in the rural communities of Hambleton and Richmondshire via outreach, home visits, telephone and email.

Pension Wise

This is a project to provide information on pension access rights for those who are aged 55 years and over across the whole of North Yorkshire and York.

The Big Lottery Fund (Advice Matters)

Based in Selby, the project delivers specialist welfare benefits and debt advice to individuals and to front line workers in other organisations. The funding also enables us to recruit and train volunteers to deliver advice on any matter.

Action Towards Inclusion

Action Towards Inclusion is a project in York, North Yorkshire and East Riding over the next 3 years which is part of the national Building Better Opportunities programme, funded by the Big Lottery Fund and European Social Fund.

It will see 60+ organisations engage with and provide mentoring and support around health, finance and skills to 2,000 of the most disadvantaged individuals in the community experiencing a range of complex challenges.

Participants will be economically inactive or unemployed and through the project we will support Individuals to overcome barriers and move closer towards employment as well as addressing a range of social issues such as poverty and social exclusion.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**

19. PENSION COSTS

The company participates in the National Employment Savings Trust pension scheme which operates on a defined contribution basis. The scheme is open to all employees at any time. The assets of the scheme are held separately from those of the company in an independently administered fund.

There were no contributions payable or outstanding at the year end.