

**REPORT OF THE DIRECTORS/TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018
FOR
CITIZENS ADVICE AYLESBURY VALE**

**AYLESBURY & DISTRICT CITIZENS ADVICE BUREAU changed its name by extraordinary resolution
on 8 March 2017 to CITIZENS ADVICE AYLESBURY VALE and this change was registered by
Companies House on 29 March 2017**

CITIZENS ADVICE AYLESBURY VALE

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for the Year Ended 31 March 2018**

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CITIZENS ADVICE AYLESBURY VALE

GENERAL INFORMATION

DIRECTORS / TRUSTEES:	Mr G Hawking - Chair	
	Mr J Beckerleg - Treasurer	Appointed 27 September 2017
	Mr N A E Coulson	
	Mrs D S Davis	
	Mrs S F Grey	Resigned 27 September 2017
	Mr S W Horner - Treasurer	Resigned 28 September 2017
	Mrs J M Mordue	
	Mr L C Renshell	
	Mr A J Sangster	
	Ms L A Walton	
COMPANY SECRETARY:	Mr N A E Coulson	
CHIEF OFFICER:	Mr R Wiltshire	
REGISTERED OFFICE:	2 Pebble Lane Aylesbury Buckinghamshire HP20 2JH	
COMPANY REG NUMBER:	06693405 (England and Wales)	
CHARITY NUMBER:	1126825	
INDEPENDENT EXAMINER:	M L Clark FCA ECL Howard Watson Smith LLP Chartered Accountants ECL House Lake Street Leighton Buzzard Bedfordshire LU7 1RT	
BANK:	CAF Bank Limited West Malling, Kent	
WEBSITE:	www.aylesburyvaleadvice.org.uk	

CITIZENS ADVICE AYLESBURY VALE

REPORT OF THE DIRECTORS / TRUSTEES for the Year Ended 31 March 2018

The Trustees present their report and accounts for the year ended 31 March 2018 which also meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum of Association, and 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).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Citizens Advice Aylesbury Vale was incorporated on 10 September 2008 as a private company, limited by guarantee, and commenced operations on 1 April 2009, when it took over the operations of the previous unincorporated charity. On 8 March 2017 by extraordinary resolution the name was changed from Aylesbury and District Citizens Advice Bureau following the merger with Buckingham, Winslow and District Citizens Advice Bureau. Its company number is 06693405 and it is a registered charity number 1126825. These accounts show the position for the first year after the merger, which took place on 1 April 2017.

The charitable company was established under a Memorandum of Association which sets out the objects and powers, and is governed under its Articles of Association. It is a member of the national association of Citizens Advice Bureaux (Citizens Advice) and is subject to regular quality audits as part of its membership requirements.

The registered company address is 2 Pebble Lane, Aylesbury, Buckinghamshire, HP20 2JH, which is also one of the principal offices. The other principal office is located in Buckingham at Wheedon House, Market Hill Buckingham, Buckinghamshire, MK18 1JX .

The Trustees who were members of the Board during the period covered by these accounts were recruited by advertising vacancies through a specialist website and through personal contact, and all were interviewed by existing members of the trustee board. New trustees were informed about their role and were given detailed information about the organisation. They also received formal induction training from Citizens Advice.

PRINCIPAL ACTIVITY

The principal activity of the company in the period under review was the operation of a Citizens Advice Bureau with offices in Aylesbury and Buckingham. Citizens advice bureaux give free, independent and confidential advice to members of the public and are in a unique position to be able to campaign for change when social injustices arise.

The Trustees have had regard to the guidance published by the Charity Commissioners on public benefit and believe that the activities of the charity as outlined in the report are for the public benefit.

DIRECTORS AND TRUSTEES

The following served as directors and trustees of the company during the year and up to the date of this report.

Mr G Hawking - Chair

Mr J Beckerleg - Treasurer (Appointed 27 September 2017)

Mr N A E Coulson

Mrs D S Davis

Mrs S F Grey (Resigned 27 September 2017)

Mr S W Horner - Treasurer (Resigned 28 September 2017)

Mrs J M Mordue

Mr L C Renshell

Mr A J Sangster

Ms L A Walton

CITIZENS ADVICE AYLESBURY VALE

REPORT OF THE DIRECTORS / TRUSTEES for the Year Ended 31 March 2018

OBJECTIVES AND ACTIVITIES

The charity's objectives are to promote any charitable purpose for the benefit of the community in Aylesbury Vale and the surrounding area (the area of benefit) by the advancement of education and preservation of health and the relief of poverty, sickness and distress. Specifically in this charity's case these objects are promoted by the provision of advice and information and (where feasible) action to address social injustices.

SIGNIFICANT ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

The activities of the Charity have, as in previous years, been based on the provision of generalist advice and information, including limited casework and specialist services.

The merger between the Citizens Advice Aylesbury Vale and Buckingham, Winslow and District Citizens Advice Bureau was successfully implemented on 1 April 2017 and so the area covered by the Charity in 2017/18 was the whole of Aylesbury Vale and surrounding area.

The merger enabled a three year service level agreement to be concluded with Aylesbury Vale District Council in 2016/17. This will cover the period up until 31 March 2020. Alongside this the Board has also recognised the importance of reducing our reliance on grant funding and increasing our sustainability and so a funding manager was appointed to explore other sources of income.

In addition to seeking funding for specific projects in line with our objectives and to deliver public benefit, fundraising is actively pursued to provide additional funds for the core service.

In the year to 31 March 2018 the Bureau has employed up to 16 (2017: 7) full and part time staff and engaged 70 volunteers (2017: 39). Over 4,000 (2017: 3,000) individual clients have been advised or given information on in excess of 11,000 (2017: 5,000) individual issues and there have been over 6,000 cases generated.

In April 2017 the two charities of Citizens Advice Aylesbury Vale and Buckingham, Winslow and District Citizens Advice Bureau merged to form Citizens Advice Aylesbury Vale. As such new services and funders are now part of the organisation. These include BACAB (Buckingham Area Community Advice Bureau) which is a friends group that donated £25,000 towards a home visiting service in the north of the district for 2017/18. There were also funds from Winslow and Steeple Claydon parish councils to provide an outreach service in those two villages.

The William Harding Charity, Heart of Bucks and Rectory Homes provided funding to support younger people to volunteer with us to improve their employability.

The Big Lottery provided funding for a project to deliver financial capability training across Aylesbury Vale which has now helped over 650 people to better manage their finances.

Staff, Trustees and Friends of Citizens Advice Aylesbury Vale were active in raising funds through personal donations, money giving websites and promotion of Waitrose, Tesco and Co-op in store tokens, which are acknowledged with thanks. Our staff and volunteers also raised £450 through a house to house collection with the Rotary Club's Christmas float in December.

CITIZENS ADVICE AYLESBURY VALE

**REPORT OF THE DIRECTORS / TRUSTEES
for the Year Ended 31 March 2018**

FINANCIAL REVIEW

The year began with the transfer of Buckingham, Winslow and District Citizens Advice Bureau(BWCAB) to Citizens Advice Aylesbury Vale (renamed from Aylesbury and District Citizens Advice Bureau (ACAB)) on 1 April 2017. In addition to the transfer of staff and services, £98,907 of resources was also transferred. Work to align the processes and rationalise bank accounts, etc has continued during the year.

The Trustees took the view that there was a need to try to diversify the sources of funding for CAAV and achieve a more sustainable basis for income for the coming years. With this in mind a Funding Manager was appointed to seek additional funds.

At the year end (31 March 2018) there was a deficit of income against expenditure of £25,114. This was mainly the result of a delay in appointing a Funding Manager and the consequential delay in work to secure additional funding.

The Trustees have a strategy on reserves which involves holding unrestricted funds not committed or invested in tangible fixed assets of between 3 and 6 months of expenditure, resulting in a target range of £87,000 and £173,000 in general funds. The reserves are needed to meet the working capital requirements of the charity and the Trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding. The actual figure at 31 March 2018 of £177,924 is just above this range.

The balance of unrestricted funds at 31 March 2018 was £177,924 (2017: £120,430) which is considered free reserves.

Whilst the company has adequate reserves in the short term there is a need to plan for the future and secure ongoing funding. Local government in Buckinghamshire is under review and there could be changes in the structure of the local administration. This adds a further uncertainty to the medium term funding of the charity.

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

John Beckerleg
Honorary Treasurer

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CITIZENS ADVICE AYLESBURY VALE

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 March 2018

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL £	2016/17 £
INCOME AND EXPENDITURE					
Incoming Resources					
Incoming resources from generated funds:					
Grants		179,550	115,091	294,641	140,168
Donations and fund raising		12,504	1,100	13,604	12,052
Voluntary income total	5	192,054	116,191	308,245	152,220
Investment income		1,166	-	1,166	1,187
Incoming resources from charitable activities	5	11,770	-	11,770	10,166
Total Incoming Resources		204,990	116,191	321,181	163,573
Resources Expended					
Charitable activities					
Payroll	6	169,160	83,219	252,379	113,830
Support costs	6	51,729	40,406	92,135	53,900
Charitable activities total		220,889	123,625	344,514	167,730
Governance costs	7	1,017	764	1,781	1,935
Total Resources Expended		221,906	124,389	346,295	169,665
Net Income /(Expenditure)		(16,916)	(8,198)	(25,114)	(6,092)
Transfers between Funds		(3,706)	3,706	-	-
Net Movements in Funds		(20,622)	(4,492)	(25,114)	(6,092)
Total Funds Brought forward	16	120,430	876	121,306	127,398
Funds from merger		78,116	20,791	98,907	-
Total funds carried forward		177,924	17,175	195,099	121,306

CITIZENS ADVICE AYLESBURY VALE

**BALANCE SHEET
31 March 2018**

		31.3.18		31.3.17	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	8		-		-
CURRENT ASSETS					
Debtors	9	36,261		4,128	
Cash at bank and in hand		203,411		135,508	
		239,672		139,636	
CREDITORS					
Amounts falling due within one year	10	44,573		18,330	
NET CURRENT ASSETS			195,099		121,306
TOTAL ASSETS LESS CURRENT LIABILITIES			195,099		121,306
THE FUNDS OF THE CHARITY					
Unrestricted funds:	16				
- designated			14,000		-
- general reserve			163,924		120,430
Restricted funds	16		17,175		876
			195,099		121,306

The 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 directors acknowledge their responsibilities for:

(a) ensuring that the company keeps accounting records which 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 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 company.

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

The financial statements were approved by the Board of Directors on and were signed on its behalf by:

John Beckerleg
Honorary Treasurer

CITIZENS ADVICE AYLESBURY VALE

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2018

1 STATUTORY INFORMATION

Citizen Advice Aylesbury Vale is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office can be found on the company information page. The presentation currency of the financial statements is the Pound Sterling (£).

2 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation and uncertainty in the preparation of the financial statements are as follows:

Accounting convention

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 (as updated through Update Bulletin 1 published on 2 February 2016)) - (Charities SORP (FRS 102)); the Charities Act 2011; and the Companies Act 2006.

Preparation of the accounts on a going concern basis

With the level of reserves held at 31 March 2018 and a funding agreement until the end of 2019/20 secured from Aylesbury Vale District Council (AVDC) it is appropriate to prepare the accounts on a going concern basis.

Recognition of income and expenditure

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy and all performance criteria have been met.

Expenditure is recognised on an accrual basis as a liability is incurred. Irrecoverable VAT is charged against the activity for which the expenditure was incurred.

Comparative figures

The comparative figures as at 31 March 2017 show the position of the Citizens Advice Aylesbury Vale before the transfer of Buckingham, Winslow and District Citizen Advice Bureau. The transfer took place on 1 April 2017.

Allocation of Support Costs

Support costs are those functions which support the charity in carrying out its main activities. Accordingly each funded activity has to bear a proportion of these support costs to reflect the full cost of undertaking the work.

Pension contributions

The charity operates a defined contribution pension scheme. Contributions payable to the scheme are charged to the Statement of Financial Activities in the period to which they relate.

Tangible fixed assets

Fixed assets are stated at cost and written down in full in the year of acquisition. Assets acquired as a result of the transfer from BWDCAB have been fully depreciated in 2017/18.

Debtors

Debtors and prepayments are recognised at the settlement amount due or paid.

Creditors

Creditors and provisions are recognised where the charity has an obligation which will result in the transfer of funds to a third party and the amount can be measured or estimated with reasonable accuracy. Deferred income is income received in advance of the associated work being performed.

CITIZENS ADVICE AYLESBURY VALE

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2018

2 ACCOUNTING POLICIES - continued

Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments and as such are recognised in accordance with the debtor and creditor notes above.

Restricted Funds

Funding received for a particular project is kept in a restricted fund and spent on salaries and associated costs relating to that project. In addition support costs are allocated as noted above.

3 FUNDS

Aylesbury Vale District Council

AVDC provides the core funding for the advice service under a three year service level agreement (from 2017/18 to 2019/20). This continues to be treated as unrestricted this year.

Reaching Communities - The Big Lottery

This was a project initially run by Buckingham, Winslow and District CAB to deliver financial capability training across Aylesbury Vale. It continued in 2017/18. In 2016/17 ACAB received £11,500 from BWDCAB for use of its training rooms.

Young Volunteers

The William Harding Charity, Heart of Bucks and Rectory Homes provided funding to support younger people to volunteer with us to improve their employability.

National Energy Foundation

The Foundation provided £5,400 support for the CAAV in 2017/18.

Buckingham Area Community Advice Bureau

BACAB generously provided support for the charity's Home Visiting scheme.

Support of local councils

A number of local councils (town and parish) have also provided funds which in turn has enabled outreach services to be established in various locations.

Unrestricted Funds

Other material grants and funds received are unrestricted as to purpose and have been used to provide the Core Services as well as to help build reserve levels.

4 OPERATING SURPLUS

	31.3.18	31.3.17
	£	£
The net incoming resources is stated after charging:		
Depreciation - owned assets	5,073	1,360
Accountants - independent examination	1,500	1,080
Accountants - bookkeeping and payroll services	600	600
Operating lease rentals	25,300	11,368
Directors'/trustees' emoluments and other benefits etc	-	-
	<u> </u>	<u> </u>

No travelling expenses were paid to trustees during the year, (2017:None). No trustee received any emoluments, benefits or expenses during the year (2017: none).

CITIZENS ADVICE AYLESBURY VALE

**NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 March 2018**

5 INCOME

	31.3.18	31.3.17
	£	£
Grants and donations		
<u>Unrestricted</u>		
Aylesbury Vale District Council - Core Advice Service	150,000	83,700
Contribution to facilities costs of hosting Pensionwise	-	4,320
Contribution from Reaching Communities Project	-	11,250
BMAS/RP Project	-	3,800
CITA Grant for Debt relief order - Pilot	-	2,000
Other including fund raising activities	29,550	-
	179,550	105,070
Donations and fund raising	12,504	12,052
<u>Restricted</u>		
Bucks CC Accessible Advice Project	-	14,348
Citizens Advice: Pensionwise	-	2,750
Thomas Hickman Charity - for NEETS Training & Work Experience Scheme	-	11,500
Vale of Aylesbury Housing Trust - for NEETS Training & Work Experience Scheme	-	5,000
Aylesbury Town Council - for IT Training Room	-	1,500
Winslow Town Council	2,000	-
Young volunteers (William Harding)	12,500	-
Young volunteers (Aylesbury Town)	1,000	-
Young volunteers (Heart of Bucks))	10,000	-
National Energy Foundation	5,400	-
Buckingham University - outreach	4,500	-
Steeple Claydon Parish Council - outreach	1,250	-
Specific private donation	1,100	-
Reaching Communities Project	53,441	-
Home visiting	25,000	-
	116,191	35,098
Total voluntary income	308,245	152,220
Charitable Activities (unrestricted)		
Sublet of office space on 5 year lease	10,000	10,000
Income from room hire	1,760	166
Other income	10	-
	11,770	10,166
6 CHARITABLE ACTIVITIES	31.3.18	31.3.17
(A) STAFF COSTS	£	£
Salaries	228,022	104,068
Social security costs	12,019	5,276
Other pension costs	12,338	4,486
	252,379	113,830

The average monthly number of employees during the period was 16 (2016:7).
No employee was paid in excess of £60,000 during the year (2017: none).

CITIZENS ADVICE AYLESBURY VALE

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2018**

6 CHARITABLE ACTIVITIES (continued)	31.3.18	31.3.17	
(B) SUPPORT COSTS	£	£	
Rent, rates and water	26,499	12,435	
Insurance, heat, light and storage	9,159	4,395	
Cleaning, repairs and maintenance	9,260	8,193	
Recruitment, travel and training	11,080	6,153	
Telephone and information	12,164	7,746	
Stationery, equipment and office expenses	16,515	5,260	
Legal and professional fees	600	600	
Bank charges	120	25	
Web based services	214	6,261	
Sundry expenses	1,451	1,472	
Depreciation	5,073	1,360	
	<u>92,135</u>	<u>53,900</u>	
	31.3.18	31.3.17	
7 GOVERNANCE COSTS	£	£	
Independent examination	1,500	1,080	
Due Diligence Costs on merger	-	810	
Trustee Expenses	130	-	
Other	151	45	
	<u>1,781</u>	<u>1,935</u>	
8 TANGIBLE FIXED ASSETS			
	Office equipment	Computer equipment	Totals
	£	£	£
COST			
At 1 April 2017	14,979	18,427	33,406
Transfer from Buckingham and Winslow CAB	-	1,923	1,923
Additions	2,603	547	3,150
Written Off	(1,006)	(7,622)	(8,628)
At 31 March 2018	<u>16,576</u>	<u>13,275</u>	<u>29,851</u>
DEPRECIATION			
At 1 April 2017	14,979	18,427	33,406
Charge for year	2,603	2,470	5,073
Written Off	(1,006)	(7,622)	(8,628)
At 31 March 2018	<u>16,576</u>	<u>13,275</u>	<u>29,851</u>
NET BOOK VALUE			
At 31 March 2018	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2017	<u>-</u>	<u>-</u>	<u>-</u>

CITIZENS ADVICE AYLESBURY VALE

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2018**

9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.3.18	31.3.17
	£	£
Prepayments and accrued income	<u>36,261</u>	<u>4,128</u>
10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.3.18	31.3.17
	£	£
Deferred income	25,500	6,580
Taxation and social security	4,618	2,106
Pension contributions	2,000	911
Staff holiday pay	4,737	2,079
Other creditors and accruals	<u>7,718</u>	<u>6,654</u>
	<u>44,573</u>	<u>18,330</u>
11 DEFERRED INCOME	31.3.18	31.3.17
	£	£
Balance at 1 April 2017	6,580	17,098
Additions during the year	25,500	6,580
Amounts released to income	<u>(6,580)</u>	<u>(17,098)</u>
Balance at 31 March 2018	<u>25,500</u>	<u>6,580</u>

Income has been deferred in respect of funding received where the work on the underlying activities was not completed within the current financial year.

12 PENSION COSTS

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity contribution is restricted to the contributions disclosed in note 6 as 'Other pension costs'. The outstanding contributions at the year end are disclosed in note 10.

13 OPERATING LEASE

These relate to the lease of the company's offices in Aylesbury and Buckingham. In Aylesbury there is a 25 year lease expiring 18 May 2036 paying currently £11,500 pa. The rent payable is reviewed every 5 years with the next review due 18 May 2021. The lease is subject to a 6 month break clause which the company can exercise at any time. There is no long term lease for the Buckingham office for which the payment is £13,500 pa and so it could be terminated within 12 months. Therefore the minimum lease commitment is £19,250.

14 TAXATION

The company is a registered charity and is exempt from corporation tax.

15 BUSINESS COMBINATION

On 1 April 2017 Citizens Advice Aylesbury Vale combined with Buckingham, Winslow and District Citizens Advice Bureau. £98,907 of resources from Buckingham, Winslow and District Citizens Advice Bureau were transferred to Citizens Advice Aylesbury Vale and from this date all income and expenditure is shown as combined.

CITIZENS ADVICE AYLESBURY VALE

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2018

16 MOVEMENT OF FUNDS

	Balance b/fwd	Income	Expenditure	Transfers	General subsidy	Balance c/fwd
	£	£	£	£	£	£
Restricted funds						
Quality Assurance	530					530
Marketing and publicity	346		(346)			-
Reaching Communities	-	53,441	(53,575)	2,896		2,762
Home visiting	-	25,000	(29,326)	17,895		13,569
Winslow Town Council		2,000	(2,483)		483	-
Young volunteers (William Harding)		12,500	(12,500)			-
Young volunteers (Aylesbury Town)		1,000	(1,000)			-
Young volunteers (Heart of Bucks))		10,000	(12,386)		2,386	-
National Energy Foundation		5,400	(5,612)		212	-
Buckingham University - outreach		4,500	(5,125)		625	-
Steeple Claydon Parish Council - outreach		1,250	(1,136)			114
Specific private donation		1,100	(900)			200
	<u>876</u>	<u>116,191</u>	<u>(124,389)</u>	<u>20,791</u>	<u>3,706</u>	<u>17,175</u>
Unrestricted funds						
- designated				14,000		14,000
- general						
General Reserves	100,666	54,990	(42,471)	64,116	(13,377)	163,924
AVDC - Core Advice Service	19,764	150,000	(179,435)	-	9,671	-
	<u>120,430</u>	<u>204,990</u>	<u>(221,906)</u>	<u>78,116</u>	<u>(3,706)</u>	<u>177,924</u>
	<u>121,306</u>	<u>321,181</u>	<u>(346,295)</u>	<u>98,907</u>	<u>-</u>	<u>195,099</u>

The net transfers (£98,907) relate to the funds transferred following the merger of BWDCAB and ACAB with effect from 1 April 2017. In addition the core service funded by the Aylesbury Vale District Council service level agreement was subsidised by £9,671 and there were subsidies from General Reserves for a number of other projects.

The Trustees agreed to hold £14,000 in a designated reserve in case there was an extra rent payment due in respect of offices in Buckingham.

17 ANALYSIS OF FUNDS

	Bank and cash £	Net debtors / creditors £	Inter-fund balances £	Totals £
Restricted funds	4,122	13,053	-	17,175
Unrestricted funds				
- designated	14,000	-	-	14,000
- general reserves	185,289	(21,365)	-	163,924
At 31 March 2018	<u>203,411</u>	<u>(8,312)</u>	<u>-</u>	<u>195,099</u>
At 31 March 2017	<u>135,508</u>	<u>(14,202)</u>	<u>-</u>	<u>121,306</u>

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF
CITIZENS ADVICE AYLESBURY VALE**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2018 which are set out on pages five to twelve.

Responsibilities and basis of report

As the charity 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 company'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 body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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 requirements 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.

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.

M L Clark FCA
for and on behalf of:
ECL Howard Watson Smith LLP
Chartered Accountants
ECL House
Lake Street
Leighton Buzzard
Bedfordshire
LU7 1RT

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