

**Southend on Sea Guild of Help and Citizens Advice Bureau**  
**SUMMARY OF THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2018**

**Income and Expenditure Account year ended 31st March 2018 (Unrestricted Funds)**

	2017/2018	2016/2017
<b>INCOME</b>	£	£
Income from Local Authority	227,811	227,912
Money Advice Service	51,926	51,231
Donations/Legacies/Fundraising	7,565	6,956
Tax on Gift Aid	2,272	1,800
Advice Bureau Contributions	4,685	4,597
Sundry Income	92,571	92,670
Legal Aid Agency	41,686	43,574
Investment income	837	21
Total	<u>429,353</u>	<u>428,761</u>
<b>EXPENDITURE</b>		
Salaries, NI Costs & Pensions	326,827	334,662
Volunteers Expenses	5,390	6,140
Postage, Printing & Stationery	3,248	4,359
Lighting, Heating and Cleaning	10,026	8,089
Insurance	5,120	4,996
Information	1,220	2,185
Office Expenses	9,719	13,161
Training	1,071	1,718
Telephone	6,562	6,389
Building Maintenance	6,321	5,495
Annual General Meeting Costs	584	719
Audit	2,800	2,350
IT Support	8,437	10,219
Irrecoverable VAT	5,690	5,922
Refurbishment	0	20,461
Grants, gifts and loans (ENA)	1,086	754
Total	<u>394,101</u>	<u>427,619</u>
Net income/(loss) for the year	<u>35,252</u>	<u>1,142</u>

**PTO**

**Balance Sheet at 31<sup>st</sup> March 2018**

	2017/2018 £	2016/2017 £
Fixed Assets (after revaluation)	300,000	300,000
Current Assets		
Debtors	12,806	10,196
Bank balances	225,028	235,321
Creditors (current)	(29,074)	(72,009)
Net Current Assets	208,760	173,508
Net Assets	508,760	473,508
Represented by		
Restricted and Designated Funds	31,174	31,968
Unrestricted Funds	477,586	441,540
	508,760	473,508
Fund Movement		
Restricted funds		
Balance 1 April 2017	31,968	32,307
Increase in year	(794)	(339)
Balance 31 March 2018	31,174	31,968
Unrestricted funds		
Balance 1 April 2017	441,540	440,059
Increase in year	36,046	1,481
Balance 31 March 2018	477,586	441,540

**Exceptional Needs Account at 31st March 2018**

	31/03/2018 £	31/03/2017 £
Balance brought forward	4,377	4,716
Income	292	415
Total	4,669	5,131
Expenditure	1,086	(754)
Balance carried forward	3,583	4,377

**INDEPENDENT AUDITORS' STATEMENT - SOUTHEND-ON-SEA GUILD OF HELP AND CITIZENS ADVICE BUREAU**

We have examined the summarised financial statements of Southend-on-Sea Guild of Help and Citizens Advice Bureau. Respective responsibilities of Trustees and Auditors - The Trustees are responsible for preparing the summarised financial statements in accordance with the recommendations of the charities SORP. Our responsibility is to report to you our opinion on the consistency of the summarised financial statements with the full financial statements and Trustees' Annual Report. We also read the other information contained in the summarised Annual Report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the summarised financial statements.

**Basis of opinion** - We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board.

**Opinion** - In our opinion the summarised financial statements are consistent with the full financial statements and Trustees' Annual Report of Southend-on-Sea Guild of Help and Citizens Advice Bureau for the year ended 31st March 2018.

Wilkins Kennedy LLP, Statutory Auditor and Chartered Accountants, 1-5 Nelson Street, Southend-on-Sea, Essex, SS1 1EG  
7<sup>th</sup> August 2018.

**TRUSTEES STATEMENT**

The Trustees were responsible for the preparation of the above accounts which are an extract from the full accounts and may not contain sufficient information to allow for a full understanding of the financial affairs of the charity. The full accounts, the auditor's report on those accounts and the trustee's annual report can be obtained from the Charity's Offices at 1 Church Road, Southend-on-Sea, Essex, SS1 2AL. The full Accounts and the Trustees' report were signed on 7<sup>th</sup> August 2018 and will be submitted to Companies House and to the Charity Commission by the due date of 31<sup>st</sup> December 2018.  
Graham Robinson FCA - Hon Treasurer