

PADDOCK WOOD COMMUNITY ADVICE CENTRE

A COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2016

Company Number 8006468

Charity Registration Number 1147816

PADDOCK WOOD COMMUNITY ADVICE CENTRE

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PADDOCK WOOD COMMUNITY ADVICE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

CONSTITUTION

Paddock Wood Community Advice Centre is a company limited by guarantee (company registration number 8006468) and a charity registered with the Charity Commission (charity registration number 1147816). It is governed by its Memorandum and Articles of Association (as amended on 13th February 2014), has no share capital and the liability of each member in the event of a winding up is limited to £1.

DIRECTORS AND TRUSTEES

Alex King MBE	Chairman	
Martin Pengelley	Deputy Chairman	
Tony May	Treasurer	Resigned 27 th May 2015
David Ritchie	Treasurer	Appointed 15 th July 2015
Simon Marston		
Mike MacKenzie		
Rosalind Kent		Resigned 29 th July 2015
Veronica Warner		Appointed 3 rd December 2015
Matt Latter	Company Secretary	

MEMBERS

As at the 31st March 2016 the Company had seven members on its register (seven as at the 31st March 2015).

REGISTERED OFFICE

Paddock Wood Community Advice Centre
64 Commercial Road
Paddock Wood
Kent
TN12 6DP

INDEPENDENT EXAMINER

Hanafin Klein
The House
High Street
Brenchley
TN12 7NQ

BANKERS

HSBC
11 Commercial Road
Paddock Wood
Kent
TN12 6EN

PADDOCK WOOD COMMUNITY ADVICE CENTRE

TRUSTEES' REPORT

The trustees are pleased to present their report together with the independently examined accounts of the charity for the year ended 31st March 2016.

Legal and administrative information set out on page 2 forms part of this report.

The independently examined financial accounts comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice in relation to Accounting and Reporting by Charities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Paddock Wood Community Advice Centre (PWCAC) was incorporated on the 26th March 2012 as a company limited by guarantee and governed by its Memorandum and Articles of Association. It is a charity registered in England and Wales with the Charity Commission.

Appointment of Trustees

As set out in the Articles of Association, the number of trustees shall not be less than three but shall not be subject to any maximum. Trustees may be elected at an Annual General Meeting (AGM) or appointed by a resolution of the other trustees at a board meeting. Trustees appointed by a resolution of the board must stand for re-election at the first AGM following such appointment. As a minimum, one third of the trustees must retire at each AGM so that all trustees will have retired by the third AGM following their appointment. Trustees who retire may stand for re-election. Currently, it has been agreed that all trustees will retire at each AGM.

All appointed trustees are members of PWCAC.

Trustee Induction and Training

The board of trustees is structured so as to ensure that it encompasses leadership, business, management, financial, legal and political expertise. It is a requirement that all trustees have a sound appreciation of the role and activities of the charity before they are appointed. Further, that they are aware of their legal obligations, the content of the charity's Memorandum and Articles of Association, the annual budget and the financial performance.

In March 2015, the trustees attended a training workshop entitled Responsibilities of Charity Trustees. Prior to this, other training courses attended covered identification and management of risks, charity finance and accounting and charity law.

Organisation

The board of trustees met six times during the year ended 31st March 2016 to administer the affairs of the charity including strategic direction, governance, accounting and risk management. The duty officer, who is invited to attend all board meetings, is responsible for the day to day operations of PWCAC.

PADDOCK WOOD COMMUNITY ADVICE CENTRE

TRUSTEES' REPORT CONTINUED

Risk management

The trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate them.

The trustees are responsible for ensuring that all risks are identified, assessed and managed in the correct manner and that the internal systems and procedures are robust, relevant and applied rigorously. Accordingly a committee of the board comprising two trustees, the duty officer and a senior volunteer advisor has been established and meets at least once during the year to review the risks, seek to identify new risks and continue to develop the charity's risk management strategy in compliance with 'Charities and Risk Management (CC26)' issued by the Charity Commission.

The risk management report is reviewed by the board annually. In addition, all major risks which have been identified are highlighted on the board agenda and discussed in detail at each meeting with the intention of developing appropriate strategies to provide mitigation.

OBJECTIVES AND ACTIVITIES

PWCAC's objectives are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

We provide confidential, impartial, independent, face-to-face advice and information, without charge, from our community advice centre in Paddock Wood and our outreach services within the surrounding area.

ACHIEVEMENTS AND PERFORMANCE

PWCAC offers free, confidential and impartial, independent, face-to-face advice on a wide variety of topics, ranging from debt and benefits to housing, employment, family and relationship issues. We believe it is essential to provide face-to-face advice and support to our clients, many of whom have no internet access and need help to consider the options available to them. Legal aid has been cut across the services so our clients often have no access to free legal advice. By providing a community advice centre in Paddock Wood High Street we are enabling the community to access free, confidential and impartial advice.

During the financial year PWCAC helped 540 clients, slightly higher than the prior year's 524 clients. We have had 3,189 recorded contacts with our clients through face-to-face meetings, telephone calls, emails and work done on their behalf, an increase of 127 on the prior year. As at the 31st March 2016 we had 18 volunteers, and between them they worked an average of around 80 hours per week during the financial year.

The Government's roll out of changes to the welfare benefit system has started and many of our clients have struggled to understand the new system. The need for advice will only increase as Universal Credit is introduced in this area. This Government's plan to put more public services online has created problems because over 13% of the population has never used the internet.

PADDOCK WOOD COMMUNITY ADVICE CENTRE

TRUSTEES' REPORT CONTINUED

We continue to seek to improve the finances of our most vulnerable clients. We have represented our clients at Tribunal Appeals for disability benefits and have continued success with this.

PWCAC provides debt advice under the guidance of the Financial Conduct Authority and Money Advice Trust.

In order to reach out to the wider local community we offer a home visiting service and run outreach sessions in St Andrew's Church, Paddock Wood and East Peckham library. These outreach sessions include the local Community Police Officer, a member from the Parish Council and, in the case of St Andrew's, a representative from the local housing association. We work closely with local charities such as Compaid, The Hospice in the Weald, St Andrew's Church in Paddock Wood and the local Foodbank.

PWCAC has now been awarded the Advice Quality Standard Certification which is key to underpinning the core work of our organisation and providing the foundation for future development.

During the financial year our volunteers have given 4,124 hours of their time in supporting the work of PWCAC and helping our clients. Based on the mean hourly pay rate for all employees in Tunbridge Wells of £18.94, as detailed in the Annual Survey of Hours and Earnings 2015 (provisional), the financial value which could be attributed to our volunteers during this period is £78,109. This is not reflected in our financial accounts.

PUBLIC BENEFIT

The trustees consider that the charity meets the Public Benefit requirements of the Charities Act 2011 (the 2011 Act). The sole purpose of the charity is the provision of advice relating to matters set out in section 3(i) of the 2011 Act and such advice is provided free of charge to any member of the public who seeks it.

FINANCIAL REVIEW

Income

Income during the financial year amounted to £30,882 (prior year £24,862).

We are very grateful for the grants and donations received from Kent Community Fund, Kent Community Foundation, Tunbridge Wells Borough Council, Paddock Wood Town Council, Brenchley and Matfield Parish Council, Capel Parish Council, Lamberhurst Parish Council, Paddock Wood and District Lions Club, Freemason's Charity, several private individuals, many of our clients and a number of our volunteers and trustees.

Expenditure

Expenditure totalled £15,208 (prior year £19,996), the main elements of this expenditure being rent for the PWCAC office in Paddock Wood and subscription and membership fees for a number of advice services and systems.

PADDOCK WOOD COMMUNITY ADVICE CENTRE

TRUSTEES' REPORT CONTINUED

Surplus, Reserves and Cash

The Surplus achieved for the year was £15,674 (prior year £4,866).

As at 31st March 2016 Unrestricted Reserves were £45,102 (prior year £29,804) and Restricted Reserves were £814 (prior year £438).

The year end cash balance was £43,004 (prior year £26,960).

PWCAC is dependent upon a limited number of sources for its annual income, the main sources being grants from town, borough and parish councils which are generally constrained by extremely tight financial budgets. Accordingly, the board of trustees considers that it would be prudent for the charity to aim to maintain unrestricted cash reserves equivalent to at least 18 months of the annual cost base. In the event such grants are withdrawn, either in whole or in part, the trustees believe that this policy would enable PWCAC to continue to provide the same current high level of service for a sufficient period while the financial position is fully appraised and efforts made to establish relationships with new financial supporters.

Based on the annual costs incurred by the charity during the 2015/16 financial year, unrestricted reserves and cash would need to have a prescribed value of £22,812 as at 31st March 2016 in order to satisfy the minimum requirements of the trustees' reserve policy.

PLANS FOR THE FUTURE

In order to ensure the long term future of PWCAC the trustees in conjunction with the duty officer:-

- regularly seek to recruit new volunteer advisors and undertake training for both new and current advisors
- will continue the charity's outreach activities so that we cover a wide geographical area around Paddock Wood
- will aim to be aware of potential alternative premises in case our current accommodation ceases to be available to us or becomes unsuitable for our needs
- will seek medium to longer term committed funding for specific purposes and for working capital
- will seek dedicated short term funding for specific projects
- will endeavour to build mutually rewarding relationships with other voluntary and charitable organisations

PADDOCK WOOD COMMUNITY ADVICE CENTRE

TRUSTEES' REPORT CONTINUED

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE UNAUDITED FINANCIAL ACCOUNTS

The trustees are responsible for preparing the Report and Accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare accounts that give a true and fair view of the state of affairs of the charity as at the balance sheet date and of its surplus or deficit for the financial period. In doing so the trustees are required to:-

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the accounts on the going concern basis unless it is inappropriate to presume the charity will continue in business

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection of fraud and other irregularities.

The Annual Report and Accounts were approved by the Trustees on 7th September 2016



Alex King
Chairman



Martin Pengelley
Deputy Chairman

PADDOCK WOOD COMMUNITY ADVICE CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PADDOCK WOOD COMMUNITY ADVICE CENTRE FOR THE YEAR ENDED 31ST MARCH 2016

I report on the accounts of the Trust for the year ended 31st March 2016, which are set out on pages 9 to 15.

Respective responsibilities of trustees and examiner:

The charity's Trustees (who are also directors of the company for the purpose of company law) are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed and I am qualified to undertake the examination being a qualified member of Institute of Chartered Accountants of England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act ; and
- state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a true and fair view.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements;
 - to keep accounting records in accordance with section 386 of the Companies Act 2006 (the 2006 Act)
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the 2006 Act
 - which are consistent with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Michael Hanafin
For and on behalf of
Hanafin Klein
Chartered Accountants
The House
The High Street
Brenchley
Kent TN12 7NQ



Signed

Dated 07.09.'16

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2016

	Notes	Computer Equipment £	Office Rent £	Advice Pro £	General £	2016 £	2015 £
		Restricted Funds			Unrestricted Funds	Total	Total
Incoming Resources							
Donations and other income	2	-	-	-	10,780	10,780	5,126
Investment income	3	-	-	-	77	77	35
Grants	4	100	2,400	500	17,025	20,025	19,701
TOTAL INCOMING RESOURCES		<u>100</u>	<u>2,400</u>	<u>500</u>	<u>27,882</u>	<u>30,882</u>	<u>24,862</u>
Resources Expended							
Charitable Activities	5	324	1,800	500	12,468	15,092	19,160
Governance Costs	6	-	-	-	116	116	836
TOTAL RESOURCES EXPENDED		<u>324</u>	<u>1,800</u>	<u>500</u>	<u>12,584</u>	<u>15,208</u>	<u>19,996</u>
NET MOVEMENT IN FUNDS							
Funds brought forward as at 1 st April 2015		(224)	600	-	15,298	15,674	4,866
Transfer between restricted and unrestricted funds		438	-	-	29,804	30,242	25,376
FUNDS CARRIED FORWARD AT 31ST MARCH 2016		<u>214</u>	<u>600</u>	<u>-</u>	<u>45,102</u>	<u>45,916</u>	<u>30,242</u>

BALANCE SHEET AS AT 31ST MARCH 2016

	Notes	2016		2015	
		£	£	£	£
Fixed Assets					
Tangible assets	8		196		438
Current assets					
Cash at bank and in hand		43,004		26,960	
Debtors and prepayments	9	<u>2,716</u>		<u>2,844</u>	
		45,720		29,804	
Current liabilities					
Creditors	10	<u>-</u>		<u>-</u>	
		-		-	
Net current assets			45,720		29,804
Total assets less liabilities			<u>45,916</u>		<u>30,242</u>
Funds					
Restricted funds	11		814		438
Unrestricted funds	12		45,102		29,804
Total Funds			<u>45,916</u>		<u>30,242</u>

The Trustees are satisfied that for the year ended 31st March 2016 the company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006 (the 2006 Act), and that no member of the company has deposited a notice, pursuant to section 476 of the 2006 Act requiring an audit of these accounts.

The Trustees acknowledge their responsibilities for a) ensuring that the charity keeps accounting records which comply with section 386 of the 2006 Act, and b) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its income and expenditure for the financial year, in accordance with the requirements of section 393 and which otherwise comply with the requirements of the 2006 Act relating to accounts, so far as applicable to the charity.

The accounts were approved by the Board of Trustees on 7th September 2016.



Alex King MBE
Chairman



Martin Pengelley
Deputy Chairman

PADDOCK WOOD COMMUNITY ADVICE CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2016

1 Accounting Policies

(1) Basis of preparation

The independently examined accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards namely the Statement of Recommended Practice, Accounting and Reporting by Charities, issued in March 2005 and the Companies Act 2006.

(2) Incoming resources

All incoming resources becoming available to the charity in the year are recognised in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income is deferred to the subsequent accounting period only when the charity has to fulfil conditions before becoming entitled to it, and the conditions have not been fulfilled during the accounting period.

The value of services provided by volunteers has not been included in these accounts.

(3) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. The Charity is not registered for VAT. Expenditure includes all VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. There is one functional activity of the charity which is the giving of free and confidential advice and information to the public. It includes both costs that can be allocated directly to this activity and those costs of an indirect nature necessary to support them.

Governance costs include all those costs associated with meeting the constitutional and statutory requirements of the Charity.

(4) Tangible fixed assets and depreciation

Tangible fixed assets which are purchased at a cost of £250 or more are capitalised and are stated at cost less depreciation. Depreciation is provided on a straight line basis to write off the cost of each asset over its expected useful life, as follows:

Computer Equipment	3 years
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(5) Restricted Funds

Restricted funds are subject to specific conditions, usually stipulated by grantors/donors as to how they may be used for particular restricted purposes within the objectives of the Charity.

PADDOCK WOOD COMMUNITY ADVICE CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2016

2. Donations and Other Income	2016	2015
	£	£
Unrestricted		
Donations from Clients	1,334	957
Donations from Corporations and Associations	1,140	772
Donations from Parochial Church Councils	-	942
Donations from Private Individuals	6,360	1,577
Gift Aid Reclaim	1,562	378
Other Income	384	-
Total Unrestricted Donations	10,780	4,626
Restricted		
Donations from Associations	-	500
Total Restricted Donations	-	500
Total Donations and Other Income	10,780	5,126
3. Investment Income	2016	2015
	£	£
Interest received	77	35
Total Investment Income	77	35
4. Grants	2016	2015
	£	£
Unrestricted		
Brenchley and Matfield Parish Council	2,000	2,000
Capel Parish Council	500	1,000
Lamberhurst Parish Council	650	-
East Peckham Parish Council	-	100
Kent Community Fund	1,500	-
Paddock Wood Town Council	3,000	3,000
Tunbridge Wells Borough Council	9,375	10,875
Total Unrestricted Grants	17,025	16,975
Restricted		
Kent Community Fund	3,000	-
Kent County Council	-	1,231
Tonbridge & Malling Borough Council	-	1,495
Total Restricted Grants	3,000	2,726
Total Grants	20,025	19,701

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2016

5. Resources Expended on Charitable Activities

	Restricted Funds			Unrestricted Funds	Total	Total
	Computer Equipment	Office Rent	Lottery Fund	General	2016	2015
	£	£	£	£	£	£
Volunteers	-	-	-	-	555	220
Welfare	-	-	-	555	755	1,995
Training	-	-	-	720	720	1,333
Travel	-	-	-	2,030	2,030	3,548
Premises	-	1,800	-	6,600	8,400	8,400
Rent	-	-	-	221	221	222
Insurance including public and employee liability	-	-	-	65	65	10
Fixtures and fittings	-	1,800	-	6,886	8,686	8,632
Management & Administration	-	-	-	13	13	1,753
Advertising, Promotion and Other	82	-	-	72	154	815
Computer equipment, software and maintenance	242	-	-	-	242	398
Depreciation	-	-	500	1,983	2,483	2,315
Licence and membership fees	-	-	-	100	100	376
Postage, printing and copying	-	-	-	540	540	540
Professional indemnity insurance	-	-	-	87	87	36
Publications and information	-	-	-	17	17	12
Stationery	-	-	-	740	740	735
Telephones	324	-	500	3,552	4,376	6,980
Total Direct Charitable Expenditure	324	1,800	500	12,468	15,092	19,160

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2016

6. Governance Costs

	2016	2015
	£	£
Independent Examiner's fees	-	-
Insurance premium for Trustees' Indemnity	116	111
Trustee Training	-	707
Trustee Travel Expenses	-	18
	<u>116</u>	<u>836</u>

7. Volunteers and Trustees

Training, travelling and welfare costs of the volunteers are detailed under Resources Expended on Charitable Activities.

None of the Trustees (or any person connected with them) received any remuneration during the year.

8. Tangible Fixed Assets

	2016	2015
	Computer Equipment £	Computer Equipment £
Cost		
As at 1 st April	1,390	998
Additions	-	392
As at 31st March	<u>1,390</u>	<u>1,390</u>
Depreciation		
As at 1 st April	952	554
Charge for the year	242	398
As at 31st March	<u>1,194</u>	<u>952</u>
Net book value as at 31st March	<u>196</u>	<u>438</u>

**PADDOCK WOOD COMMUNITY ADVICE CENTRE
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2016**

9. Debtors

	2016	2015
	£	£
Debtors	400	400
Prepayments	<u>2,316</u>	<u>2,444</u>
	<u><u>2,716</u></u>	<u><u>2,844</u></u>

10. Creditors

	2016	2015
	£	£
Creditors falling due within one year	-	-
Accruals	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>-</u></u>

11. Restricted Funds

	2016	2015
	£	£
Opening balances as at 1 st April	438	2,339
Add Restricted fund income	3,000	3,226
Less Restricted fund expenditure	(2,624)	(4,971)
Transfers between restricted and unrestricted funds	<u>-</u>	<u>(156)</u>
Balance as at 31 st March	<u><u>814</u></u>	<u><u>438</u></u>

12. Unrestricted Funds

	2016	2015
	£	£
Opening balance as at 1 st April	29,804	23,037
Plus Net Movement in Funds	<u>15,298</u>	<u>6,767</u>
Balance as at 31 st March	<u><u>45,102</u></u>	<u><u>29,804</u></u>