

Company No. 3316471  
Charity No. 1061055

**Blackfriars Advice Centre**  
**Report & Financial Statements**  
**31 March 2012**

**Blackfriars Advice Centre**

**Reference & administrative details**

**For the year ended 31 March 2012**

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<b>Status</b>	The organisation is a charitable company limited by guarantee, incorporated on 11 February 1997 and registered as a charity on 4 March 1997.
<b>Governing document</b>	The organisation was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.
<b>Company number</b>	3316471
<b>Charity number</b>	1061055
<b>Registered office and operational address</b>	Cambridge House 1 Addington Square London SE5 0HF
<b>Honorary officers</b>	Lisa Harrison/Ros Lucas - Chair Maureen Obi - Vice Chair
<b>Principal staff</b>	Helen Rice                      Chief Executive Officer
<b>Bankers</b>	Unity Trust Bank Limited Nine Brindley Place 4 Oozells Square Birmingham B1 2HB
<b>Auditors</b>	HW Chartered Accountants Old Station House Station Approach Newport Street Swindon Wiltshire SN1 3DU

## Blackfriars Advice Centre

### Report of the management committee

#### For the year ended 31 March 2012

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The management committee presents its report and the audited financial statements for the year ended 31 March 2012.

The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

#### Organisational structure

The trustees delegates everyday decisions on the of running Blackfriars Advice Centre (BAC) to a Chief Executive, who is supported by the senior management team. Staff are split into specialist senior casework roles, generalist advisors or operational roles.

#### Relationships with related parties

BAC works in partnership on the following projects:

BAC is the lead agency for the LSC Duty Scheme consortium across Lambeth and Southwark and is part of the consortium for the Social Welfare Law contract in Southwark.

BAC is part of the executive committee of the Pan-London programme Capitalise funded by BIS. This project ensures debt advice reaches Londoners in need through the provision of 57 Debt Advisors across the capital. BAC is the South London lead and has two advisers. We are also part of the London Debt Strategy group chaired by the Deputy Mayor.

BAC is a member of the Southwark Legal Advice Network, Advice Forum and Southwark Voice.

BAC works closely with children's centres locally and the Sure Start team in the design and delivery of services. Through this service we offer weekly outreach services at Children's Centre's in Walworth, Borough and bankside and Rotherhithe and Bermondsey localities. We also offer pop up advice clinics at other Children's Centre's to extend the reach. From these services we offer follow up appointments for more complex issues.

We continue to have excellent partnership work in place with Southwark Travellers Action Group, Southwark Irish Pensioners, Rockingham community development project, Somali Refuge Council and the Paxton Green Health Centre professionals. We offer weekly outreach services for these groups who do not use traditional routes into advice we use interpreters where English is not the first language and we work alongside established project workers who have built good working relationships with clients.

The Rights Reach Project targets clients from new migrant communities and aims to deliver advice and information in innovative ways and in other languages. We deliver language specific advice sessions and offer trainings and talks to those targeted communities. We work closely with migrant and refuge community groups and provide information sheets in other languages.

Santander funding allows us to target people on low incomes, pensioners and lone parents to offer trainings and talks around issues of financial capability. We assisted people to use on line comparison sites for fuel and helped them challenge debts. This was a fixed term piece of work and was very successful, allowing us to develop a suite of training materials.

#### Risk assessment

The management committee and staff team carry out an annual organisational risk assessment and have prioritised the risks and planned how to manage each of them.

## Blackfriars Advice Centre

### Report of the management committee

#### For the year ended 31 March 2012

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#### Objectives and activities

BAC provides advice and legal services to the people of Southwark and neighbouring boroughs. The organisation aims to reduce poverty and enable clients to achieve their rights and entitlements by empowerment and targeting services at the most vulnerable through outreach work and through lobbying to implement best practice on both a local and national level.

#### VISION

- A society where people live without poverty and tackle social injustice

#### MISSION

- To tackle poverty, social injustice, disadvantage and discrimination
- To ensure citizens understand and are enabled to exercise their legal rights and responsibilities
- To actively promote financial and social inclusion for all
- To educate and advise those in financial need

#### VALUES

- Respecting the rights of individuals and enabling them to make informed choices for themselves
- Being positive and solution focused
- Providing high quality client centred services
- Challenging discrimination in all forms
- Valuing diversity and difference
- Working collaboratively with other agencies
- Minimising our impact on the environment
- Respecting our working environment and understanding our impact on others
- Making a positive difference
- Proactively asking for and sharing information and knowledge
- Being committed and valuing each other

The following activities were undertaken during the year :

The contract with the London Borough of Southwark to provide 7,000 hours of advice in person, by phone and in writing was exceeded by 2,429 hours. We continue to provide drop-in services at Cambridge House and through outreaches to the Bengali, Irish and Somali communities and telephone advice as well as a specialist service for the south of the borough at Paxton Green health centre

647 new matters made up of 266 debt cases, 275 welfare benefits cases and 106 housing cases were opened within our Legal Services Commission contract and we continue to work on housing legal aid cases.

The Irish project continued to provide advice to Irish people living in and around Southwark through outreach sessions, this service is particularly targeted at Travellers and Older people through outreach services.

Court services provide advice and representation to those facing eviction hearings at Lambeth County Court. As well as advising directly, BAC also co-ordinates the duty advice scheme where we provide representation at hearings.

The Sure Start project provides advice services offered through regular drop in sessions at designated Children's centres and thorough targeted talks training held at schools, libraries and Children's centres throughout the borough. BAC has a Service Level Agreement with two Sure Start localities.

The Capitalise project provides money advice through face to face contacts at the Centre and through outreach sessions from venues in Southwark, Bromley and Orpington. Blackfriars is one of the lead co-ordinators of the affairs of Capitalise in London. We also provide a service through the Bromley and Southwark Mortgage Rescue schemes at the homeless persons units within both boroughs.

## Blackfriars Advice Centre

### Report of the management committee

For the year ended 31 March 2012

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#### External environment

The increase of poverty and reduction of benefits has meant that our clients' needs are even more acute. 33% of dependent children are living in poverty in the borough and Southwark has seen a sharp rise in unemployment, a 60% rise between 2008 and 2010. Our clients face an environment whereby the availability and suitability of accommodation has reduced and the volume of disrepair cases continue to rise. The necessity to ensure that BAC can be at the heart of community problem solving has never been greater. The localism bill continues to push decision making down from government to communities and we need to ensure our work with clients is one that is enabling. The move to online benefit applications also requires a shift in the way we support clients and our new strategy will reflect these changes in the external environment. Whilst the needs of our clients continue to increase the number of funding sources reduces. With large parts of our legal aid work going out of scope through legal aid reform the requirement for us to continue to evolve and meet these challenges has never been greater.

#### STRATEGIC OBJECTIVES 2010 -2012

##### Externally Focused

- To ensure clients are at the heart of everything we do
- To provide an outstanding service
- To be a pioneer of social justice
- To strengthen our reputation

##### Internally Focused

- To build a robust organisation to enable the fulfilment of our vision
- To promote staff wellbeing
- To have the space to deliver the services our clients need

#### Future Plans

BAC has seen huge changes in premises in the last 4 years and now find ourselves ideally located in the People's centre at Cambridge House. Able to offer a much more comfortable environment and improved facilities for advice giving and self-help services BAC are centrally located in the borough. We have increased our access points and our language services allowing BAC to develop our reach significantly. We plan to develop further our self-help services and financial education programmes. Early interventions will be further developed and will become a larger part of our services offering. We will also develop further our close partnership with Cambridge House and continue to add value and reduce duplication wherever possible. On line services will be crucial for local citizens who have to navigate through welfare reforms and an insistence that applications for benefits will need to be conducted on line. The onslaught of cuts on our benefit system will disproportionately affect those with disabilities and we know that the most vulnerable in Southwark will be more likely to find themselves in high risk situations of potential homelessness and increased levels of debt with the localisation of council tax, reductions in housing benefit and the introduction of the universal credit. BAC is presently developing a new strategy to ensure we retain our place as a leading independent advice agency at a time when the most vulnerable in society need us most.

#### Reserves policy

Unrestricted reserves fell from £128,824 to £117,860 during the year. Free reserves stand at £114,005 at 31 March 2012 (£125,935 at 31 March 2011). An appropriate level of unrestricted free reserves is considered to be that which is sufficient to cover between 6 and 9 months' core running costs. The trustees have approved the designation of part of the unrestricted reserve based on the findings of the organisational risk assessment. Designated reserves around the following areas have been approved;

Staffing – reserve to cover staff costs in the event of short term funding shortfalls, unforeseen staff absences and unplanned recruitment. In addition reserves to cover costs of wind-down in the event of the charity ceasing to operate. A designated fund of £57,000 was set for this.

ICT and other equipment – Reserve to cover the cost of renewing items of equipment and maintaining the IT network. £10,000 has been set as a designated fund for this heading.

**Blackfriars Advice Centre**

**Report of the management committee**

**For the year ended 31 March 2012**

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#### **Principal funding sources**

We would like to thank our funders for their support during the year:

London Borough of Southwark  
Legal Services Commission  
Irish Government  
Department of Business, Innovation and Skills  
Bromley Council  
Office for Civil Society  
The BIG Lottery Fund  
Santander

#### **Public benefit**

The objectives and activities, and achievement and performance sections of this report clearly set out that the activities which the charity undertakes are for the public benefit.

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charities Commission in determining the activities undertaken by Blackfriars Advice Centre.

#### **Responsibilities of the trustees**

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 income and expenditure, of the charitable company for that period.

In preparing those financial statements, the charitable company is required to:

Select suitable accounting policies and then apply them consistently;

Make judgements and estimates that are reasonable and prudent;

State whether applicable accounting standards and statements of recommended practice 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 assume that the company will continue to operate.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable it to ensure that the financial statements comply with the Companies Act 2006. It is 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.

Each member of the trustees confirms that to the best of his/her knowledge there is no information relevant to the audit of which the auditors are unaware. Members of the trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant audit information and that this information has been communicated to the auditors.

Blackfriars Advice Centre

Report of the management committee

For the year ended 31 March 2012

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#### Members of the trustee board

The following served as trustees during the year and up to the date of this report unless otherwise indicated

Ros Lucas

Tim Van Dyke

Maureen Obi

Robert Perrett

Cheryl Newsome

Lisa Harrison

Neil Bissett

Chris Snow

Trustees members have no beneficial interest in the company and are not remunerated.

#### Membership of the trustee board

At each annual general meeting, all members must retire. All are eligible for re-election provided that no one shall serve for more than six consecutive years without vacating office for at least one year. No person or body is entitled to appoint a Board Member.

Members are recruited to provide the skills and experience needed to run the charity. BAC uses open recruitment processes and seeks to fill vacancies where there are specific skills deficits on the board. The CEO and Chair meet with prospective trustees and provides an organisational brief, ensuring that all financial, HR and strategic issues are covered. Prospective trustees are then invited to attend a board meeting as an observer. The prospective trustee then indicates if they would like to join the board and then at the next board meeting the trustees take a vote on perspective new board members.

A full induction is prepared by the CEO and senior management team and training is provided as requested by trustees to ensure that all board members are properly supported to undertake their role.

#### Auditors

HW Chartered Accountants have expressed there willingness to continue in that capacity.

#### Small Company Provisions

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

Approved by the trustees on 18/12/12 and signed on its behalf by  
Ros Lucas - Chair



## Independent auditors' report

To the members of

**Blackfriars Advice Centre**

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### Independent Auditor's Report to the members of Blackfriars Advice Centre

We have audited the financial statements of Blackfriars Advice Centre for the year ended 31 March 2012 which comprise the Statement of Financial Activities (incorporating the 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).

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 its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on 6 the trustees (who are also the 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 charitable company'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. 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 31 March 2012, and of its incoming resources and application of resources, including its income and expenditure, for the year 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.

#### Opinion on other matter prescribed by the Companies Act 2006

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

#### Matters on which we are required to report by exception



**Independent auditors' report**

To the members of

**Blackfriars Advice Centre**

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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.



S Plumb BSc ACA  
Senior Statutory Auditor  
For and on behalf of HW Chartered Accountants and Statutory Auditors  
Old Station House  
Station Approach  
Newport Street  
Swindon  
SN1 3DU

Date...19.12.12

Blackfriars Advice Centre

Statement of Financial Activities (incorporating an income and expenditure account)

For the year ended 31 March 2012

	Note	Restricted £	Unrestricted £	2012 Total £	2011 Total £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds</i>					
Voluntary income		-	-	-	-
Interest received			443	443	380
<i>Incoming resources from charitable activities:</i>					
Advice Centre	2	-	361,368	361,368	398,694
Duty Scheme		-	71,489	71,489	81,635
Debt and money advice		-	-	-	50,969
Irish advice		20,000	-	20,000	20,000
LSC funded advice work		-	120,346	120,346	129,728
Energy Peoples Trust		-	-	-	18,999
Sure Start projects		-	75,248	75,248	75,248
Home Visits		-	-	-	26,895
Hardship		-	-	-	72,765
Capitalise		124,427	-	124,427	165,544
Right Reach Project		85,086	-	85,086	-
Transition fund		125,000	-	125,000	-
Santander		9,650	-	9,650	-
Other incoming resources				-	57
<b>Total incoming resources</b>		<b>364,163</b>	<b>628,894</b>	<b>993,057</b>	<b>1,040,914</b>
<b>Resources expended</b>					
<i>Charitable expenditure</i>					
Advice Centre			297,275	297,275	403,172
Court services			88,201	88,201	66,200
Debt and money advice				-	50,774
Irish advice		20,000		20,000	20,000
LSC funded advice work			178,319	178,319	101,155
Energy peoples Trust-Scottish Power				-	18,896
Sure Start projects			66,820	66,820	70,595
Home Visits				-	26,895
Hardship				-	72,513
Capitalise		130,740		130,740	164,963
Right Reach Project		77,467		77,467	-
Transition fund		124,085		124,085	-
Santander		9,650		9,650	-
<i>Governance costs</i>			3,000	3,000	3,381
<b>Total resources expended</b>	3	<b>361,942</b>	<b>633,615</b>	<b>995,557</b>	<b>998,544</b>
<b>Net (outgoing) / incoming resources for the year before transfers</b>	5	<b>2,221</b>	<b>(4,721)</b>	<b>(2,500)</b>	<b>42,370</b>
<b>Transfers between funds</b>	9	<b>6,313</b>	<b>(6,313)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>8,534</b>	<b>(11,034)</b>	<b>(2,500)</b>	<b>42,370</b>
<b>Funds 1 April 2011</b>		<b>5,000</b>	<b>128,894</b>	<b>133,894</b>	<b>91,524</b>
<b>Funds 31 March 2012</b>		<b>13,534</b>	<b>117,860</b>	<b>131,394</b>	<b>133,894</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 9 to the financial statements.

Blackfriars Advice Centre (Limited by Guarantee)

Balance sheet

As at 31 March 2012

	Note	2012 £	2011 £
<b>Tangible fixed assets</b>	6	<u>3,855</u>	<u>2,959</u>
<b>Current assets</b>			
Debtors	7	112,780	244,132
Cash at bank and in hand		<u>108,764</u>	<u>38,615</u>
		221,544	282,747
<b>Creditors: Amounts falling due within one year</b>	8	<u>94,005</u>	<u>151,812</u>
<b>Net current assets</b>		<u>127,539</u>	<u>130,935</u>
<b>Net assets</b>	10	<u>131,394</u>	<u>133,894</u>
<b>Funds</b>			
Restricted funds		13,534	5,000
Unrestricted funds		<u>117,860</u>	<u>128,894</u>
<b>Total funds</b>	9	<u>131,394</u>	<u>133,894</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the management committee on 18/12/12 and signed on its behalf by

  
Ros Lucas - Chair

**1. Accounting policies**

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).
- b) All incoming resources are included in the statement of financial activities when the charity is entitled to the income and it can be quantified with reasonable accuracy. The following specific provisions are applied:-
  - b) Voluntary income received by way of donations is included in full in the statement of financial activities when receivable.
  - c) Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable. Fee income is included in the statement of financial activities on a receivable basis.
  - d) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets those criteria is identified to the fund.
  - e) Designated funds are funds earmarked by the management committee for specified purposes.
  - f) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.
  - g) Resources expended, which include attributable VAT that cannot be recovered, are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the overhead costs of the central function, is apportioned on the basis of staff time spent on each activity.

Governance costs include the management of the charitable company's assets, organisational management and compliance with constitutional and statutory requirements.

Blackfriars Advice Centre

Notes to the financial statements

For the year ended 31 March 2012

1. Accounting policies (cont.)

h) Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Computer equipment	3 years
Fixtures, fittings and office equipment	4 years

Items of equipment are capitalised where the purchase price exceeds £500. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

i) All leases of property and equipment are operating leases, and rental costs are recognised on a straight line basis over the period of each lease. No assets are held under hire purchase agreements.

2. Incoming resources from charitable activities

	Restricted	Unrestricted	2012 Total	2011 Total
	£	£	£	£
<b>Advice Centre</b>				
London Borough of Southwark	-	333,144	333,144	369,144
Southwark CAB	-	8,450	8,450	7,700
LB Bromley	-	14,100	14,100	17,400
Other incoming resources	-	5,674	5,674	4,450
<b>Duty Scheme</b>				
Legal Services Commission	-	71,489	71,489	81,635
<b>Debt and money advice</b>				
Scottish Power Energy Trust People	-	-	-	18,999
Financial Inclusion - Toynbee Hall	-	-	-	46,969
Financial Inclusion - Let's Talk Money	-	-	-	4,000
<b>Irish advice</b>				
DION	20,000	-	20,000	20,000
<b>LSC funded advice work</b>				
Legal Services Commission	-	120,346	120,346	129,728
<b>Sure Start projects</b>				
Southwark Primary Care Trust	-	75,248	75,248	75,248
<b>Capitalise</b>				
Toynbee Hall	124,427	-	124,427	165,544
<b>Hardship</b>				
Services Increase	-	-	-	72,765
<b>Home visits</b>				
St John Southworth fund	-	-	-	26,895
<b>Big Lottery Fund</b>				
Right Reach Project	85,086	-	85,086	-
Transition Fund	125,000	-	125,000	-
<b>Santander</b>				
Santander Foundation	9,650	-	9,650	-
<b>Other incoming resources</b>	-	-	-	57
	<u>364,163</u>	<u>628,451</u>	<u>992,614</u>	<u>1,040,534</u>

## 3. Total resources expended

	Sure Start £	LSC Advice £	Advice Centre £	Court Services £	Right Reach £	Transition £	Samtander £	Irish Advice £	Capitalise £	Governance £	2012 Total £	2011 Total £
Staff costs (note 4)	40,000	148,000	270,999	22,651	54,755	24,705	9,650	20,000	103,999	-	694,759	716,837
Freelance and consultants	378	378	378	377	-	42,251	-	-	377	-	44,139	9,875
Other staff costs	1,957	1,890	3,729	1,891	456	-	-	-	1,988	-	11,911	29,970
Premises	11,553	11,553	11,936	11,553	13,259	2,908	-	-	11,554	-	74,316	99,331
Administration	9,733	9,837	8,588	9,731	-	23,498	-	-	9,733	-	71,120	53,190
Other	255	255	255	255	-	-	-	-	255	-	1,275	10,816
Client court services	326	3,895	(1,398)	39,235	8,162	-	-	-	326	-	50,546	59,658
Depreciation	977	977	977	977	-	-	-	-	977	-	4,885	5,303
Annual Report/AGM	-	-	-	-	-	-	-	-	-	-	-	281
Audit	-	-	-	-	-	-	-	-	-	3,000	3,000	3,100
Bank charges	-	-	-	-	-	-	-	-	-	-	376	379
Committee expenses and training	358	251	998	248	835	11,621	-	-	248	-	14,559	1,754
Insurance	653	653	653	653	-	-	-	-	653	-	3,265	5,821
Legal & Professional	-	-	(846)	-	-	19,102	-	-	-	-	18,256	-
Irrecoverable VAT	630	630	630	630	-	-	-	-	630	-	3,150	2,229
<b>Total resources expended</b>	<b>66,820</b>	<b>178,319</b>	<b>297,275</b>	<b>88,201</b>	<b>77,467</b>	<b>124,085</b>	<b>9,650</b>	<b>20,000</b>	<b>130,740</b>	<b>3,000</b>	<b>995,557</b>	<b>998,544</b>

Blackfriars Advice Centre

Notes to the financial statements

For the year ended 31 March 2012

4. Staff costs and numbers

	2012	2011
	£	£
Salaries	629,896	659,203
Social Security costs	64,863	64,269
	<u>694,759</u>	<u>723,472</u>

The average weekly number of employees (full-time equivalent) during the year was as follows:

	2012	2011
	No.	No.
Advice Centre	10.0	6.3
Court services	0.9	0.2
Debt and money advice	0.0	0.7
Irish advice	0.6	0.4
LSC funded advice work	4.0	3.1
Energy Peoples Trust	0.0	0.5
Sure Start projects	1.3	1.8
Home Visits	0.0	0.3
Hardship	0.0	1.4
Capitalise	2.5	2.8
Santander	0.3	0.0
Right Reach	1.5	0.0
	<u>21.1</u>	<u>17.5</u>

No employee earned more than £60,000 (2011: Nil)

5. Net incoming/(outgoing) resources for the year

	2012	2011
	£	£
This is stated after charging:		
Depreciation	4,886	5,303
Operating lease costs	-	5,497
Auditors' remuneration:		
Current year audit	3,000	3,500
Provision in previous year audit - Under/(over)	-	(400)
	<u>7,886</u>	<u>14,100</u>

No reimbursed expenses were paid to members of the management committee (2011: Nil)

Blackfriars Advice Centre

Notes to the financial statements

For the year ended 31 March 2012

<b>6. Tangible fixed assets</b>		
	Computer equipment	Total
	£	£
<b>COST</b>		
At 1 April 2011	13,983	13,983
Additions in year	5,782	5,782
Disposals in year	-	-
	<u>19,765</u>	<u>19,765</u>
<b>At 31 March 2012</b>		
<b>DEPRECIATION</b>		
At 1 April 2011	11,024	11,024
Charge for year	4,886	4,886
Disposals in year	-	-
	<u>15,910</u>	<u>15,910</u>
<b>At 31 March 2012</b>		
<b>NET BOOK VALUE</b>		
<b>At 31 March 2012</b>	<u><u>3,855</u></u>	<u><u>3,855</u></u>
At 31 March 2011	<u><u>2,959</u></u>	<u><u>2,959</u></u>
<b>7. Debtors</b>		
	2012	2011
	£	£
Accrued income	98,510	114,317
Prepayments	1,652	2,813
Trade debtors	10,250	125,435
Other debtors	<u>2,368</u>	<u>1,567</u>
	<u><u>112,780</u></u>	<u><u>244,132</u></u>
<b>8. Creditors: Amounts falling due within one year</b>		
	2012	2011
	£	£
Taxation & Social Security	31,873	43,475
Accruals	32,688	4,900
Other creditors and deferred income	<u>29,444</u>	<u>103,437</u>
	<u><u>94,005</u></u>	<u><u>151,812</u></u>

All deferred income is released in the following period.



Blackfriars Advice Centre

Notes to the financial statements

For the year ended 31 March 2012

9. Movement in funds

	At 1 April 2011 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2012 £
<b>Restricted funds:</b>					
Irish advice	5,000	20,000	(20,000)		5,000
Right Reach Project	-	85,086	(77,467)		7,619
Transition fund	-	125,000	(124,085)		915
Santander	-	9,650	(9,650)		-
Capitalise	-	124,427	(130,740)	6,313	-
<b>Total restricted funds</b>	<b>5,000</b>	<b>364,163</b>	<b>(361,942)</b>	<b>-</b>	<b>13,534</b>
<b>Unrestricted funds:</b>					
<b>General funds</b>	128,894	628,894	(633,615)	(73,313)	50,860
<b>Designated reserves</b>	-	-	-	57,000	57,000
Staffing	-	-	-	10,000	10,000
ICT	-	-	-	-	-
<b>Total unrestricted funds</b>	<b>128,894</b>	<b>628,894</b>	<b>(633,615)</b>	<b>(73,313)</b>	<b>117,860</b>
<b>Total funds</b>	<b>133,894</b>	<b>993,057</b>	<b>(995,557)</b>	<b>-</b>	<b>131,394</b>

Outgoing resources include a proportion of the governance costs.

Purposes of restricted funds

<b>Capitalise</b>	To co-ordinate and provide money advice in South London through face to face contacts.
<b>Irish advice</b>	Advice and advocacy services for members of the Irish community. Funded by London Borough of Southwark and the DION committee.
<b>Right Reach Project</b>	Advices services to improve our reach into new migrant communities
<b>Transition Fund</b>	To transform services to ensure the sustainability of BAC into the future
<b>Santander</b>	Financial Education training development and delivery
<b>Designated funds</b>	Details of designated funds is given in the reserves policy in the Trustees Report.

Blackfriars Advice Centre

Notes to the financial statements

For the year ended 31 March 2012

10. Analysis of net assets between funds

	Restricted funds	Unrestricted funds	Total Funds 2012
	£	£	£
Tangible fixed assets	-	3,855	3,855
Current assets	18,534	203,010	221,544
Current liabilities	(5,000)	(89,005)	(94,005)
<b>Net assets at 31 March 2011</b>	<b>13,534</b>	<b>117,860</b>	<b>131,394</b>

11. Taxation

The charitable company is exempt from Corporation Tax as all its income is charitable and is applied for charitable purposes.

12. Operating lease commitments

The charity had annual commitments at the year end under operating leases expiring as follows:

	Property		Office Equipment	
	2012	2011	2012	2011
	£	£	£	£
Less than 1 year	-	24,500	-	3,035
1-2 years	-	-	-	2,853
2-5 years	-	-	-	-
Over 5 Years	-	-	-	-
	-	24,500	-	5,888