

Committee Meeting: Policy and Finance
Report of: Town Clerk
Date: 11th April 2011
Subject: Application for Funding – Central Citizens Advice Bureau

Purpose of Report:

1. The purpose of this report is for Members to consider an application for funding from the Mid Sussex Citizens Advice Bureau.

Summary:

2. Historically the Town Council has met the funding requirements of the Citizens Advice Bureau from a designated budget on an annual basis without taking the application through a process, which is in line with the normal consideration of a grant application. During the 2011/2012 budget setting process it was agreed that any future applications should be subject to closer scrutiny to ensure that the funding level agreed is in line with the background information and supporting financial accounts presented. This view has been reinforced with the introduction of new a structure of the Citizens Advice Bureau, which has moved away from being solely related to Haywards Heath to Central Sussex Bureau, where funds are not solely for use within the Town.

Recommendation(s):

Members are recommended to;

- (a) Consider the supporting documents as attached.
- (b) Agree to a level of funding.

Background:

3. As per previous years the Central Sussex Citizens Advice Bureau has requested that the Town Council awards the organisation a grant of £3,000.
4. In the past the Town Council has awarded the grant as per the amount agreed in the annual budget, which for 2010/11 was £3,000. Due to the pressure on the Council to administer its finances prudently in line with a zero percent rise the Clerk has obtained further information including accounts.
5. This information is attached along with the covering letter for information.

Clerks Comments

6. In reviewing the supporting documentation the base line of funding level outlined on page seven of the Trustees Report and Financial Statements is rather skewed by the merger of the Bureaus. The figures also demonstrate the bigger financial picture and is not specific to Haywards Heath. There seems to be a large amount of money funds but it appears to be spent.

7. The supporting business case outlines a significant increase in advice being given to residents and increase in opening hours.
8. The Clerk suggests that the payment be made in light of the extended opening of the bureau in Haywards Heath and increase in demand for the services provided, especially in the present economic climate.

Financial Implications

9. Under point 51 of the Council's budget £3,000 has been allocated to meet this award. If Councillors are minded not make the full award it is suggested that the surplus funding is moved to the Council's grant budget so the benefits of the money still reaches the wider community.

Town Clerk

Central Sussex Citizens Advice Bureau

Lower Tanbridge Way,
Horsham, West Sussex RH12 1PJ
Admin Line: 01403 261916 Fax: 01403 218548
Web: www.westsussexcab.org.uk

community
legal advice

Adviceline: 0844 477 1171

Cllr. Margaret Baker
Haywards Heath Town Council
40 Boltrol Road
Haywards heath
West Sussex
RH16 1BA

22 March 2011

Dear Cllr. Margaret Baker

Supporting your local Advice Centre.

Haywards Heath Town Council has been very supportive of the Citizens Advice Bureau over the last few years. In 2009/10 you contributed £3000, which enabled us to open for longer hours and therefore help more clients. Unfortunately, we have not received any contribution for 2010/11.

We do recognise that there is no contractual obligation to contribute to the running costs of the Advice Centres, but your help is crucial in enabling us to reach as many clients as possible.

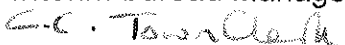
Over the last financial year we have significantly increased our opening hours at our Advice Centre in Haywards Heath and we now provide drop in access between 9.30am and 4pm Monday to Friday. We also operate a telephone advice line between 9am and 6pm Monday to Friday and over the last 2 months we have begun providing email advice, both of which enable us to give help and advice to clients who are unable to access the Advice Centre in person.

Central Sussex CAB greatly appreciated the support of the Town Council and we very much hope that you will consider further financial support to support your local Advice Centre.

If you would like to discuss this further please do not hesitate to contact our Fundraiser, Susie McGowan on susie.mcgowan@westsussexcab.org.uk

Yours sincerely


Andy Stewart
Interim bureau Manager





Central Sussex Citizens Advice Bureau is a Company Limited by Guarantee,
Registered in Cardiff. Company No. 05551406 and is a Registered Charity,
No. 1116660 Lower Tanbridge Way, Horsham, West Sussex RH12 1PJ

Shelter

Haywards Heath Citizens Advice Centre

Business Plan

In the last year Haywards Heath Advice Centre, which is part Central Sussex CAB, has increased its opening hours, enabling Advisers to deal with more clients from the community face to face and by phone. We have also extended the service to include e-mail and we continue to run an evening service for those clients that work.

In 2010-2011 in Haywards Heath alone over 3330 people were given advice and support in dealing with their problems compared to 1855 in 2009-2010. The main areas of enquires were in benefits, debt, employment and housing. The number of enquiries has increased dramatically due to the economic situation and would appear to be rising each quarter. The need in the community appears to be rising, in order to help clients deal with changes in legislation and cuts in welfare benefits. We deal with a large number of debt queries: the amount of priority debt in Haywards Heath, in CAB clients, was £166,477 whilst non-priority debts amounted to £700,056.

Central Sussex CAB are always looking to develop integrated projects with other organisations. This enables the community to be able to further access information and advice and other services such as financial capability sessions, family centre outreaches and supporting youth services and other excluded groups who find it difficult to access the service through traditional methods.

Over 30 volunteers have been trained in reception and admin work and 10 have been trained to be advisers and gateway assessors. Of these, 6 have gone on to get paid employment.

Our commitment to enabling our clients and staff to be a part of CAB and support their community, is an ethos that has allowed this service to continue and develop, move forward and continually assess the needs of the community through local people and delivered by local people.

We hope that Haywards Heath council will see fit to continue to support Haywards Heath Advice Centre, as it has done so in the past, with continued funding to support the projects out in the community for those that are unable to access advice.



Central Sussex Citizens Advice Bureau

(Formerly Horsham and District Citizens Advice Bureau)

(A company limited by guarantee)

Trustees Report and Audited Financial Statements For the year ended 31st March 2010

Company No. 05551406

Registered Charity No. 1116660

Central Sussex Citizens Advice Bureau

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**CENTRAL SUSSEX CITIZENS ADVICE BUREAU
LEGAL AND ADMINISTRATIVE INFORMATION
For the year ended 31st March 2010**

Trustees	J R Taylor (resigned 1 October 2009) J W Dent N A Desoutter (resigned 1 October 2009) B J Robinson (resigned 1 October 2009) P Bellringer (resigned 1 October 2009) G Adam (resigned 15 October 2009) M Steel (resigned 1 October 2009) M Hampton L Richards (appointed 1 October 2009) M A Edwards (appointed 1 October 2009) M E J Marshall (appointed 1 October 2009) P A Mellor Thornton (appointed 1 October 2009) A Brock (appointed 1 October 2009) H Ralston (appointed 1 October 2009, resigned 16 March 2009)
Auditor	Brooks & Co Hampton House High Street East Grinstead West Sussex RH19 3AW
Registered Office	Horsham Advice Centre Lower Tanbridge Way Horsham West Sussex RH12 1PJ
Bankers	Barclays Bank Plc Leicester LE87 2BB
Registered company number	5551406
Registered charity number	1116660

CENTRAL SUSSEX CITIZENS ADVICE BUREAU
TRUSTEES' REPORT
For the year ended 31st March 2010

The trustees, who are also the directors, submit their annual report and the audited financial statements for the year ended 31 March 2010. The council have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" Issued in March 2005 in preparing the annual report and financial statements of the charity.

The report has been prepared in accordance with the small company regime, Section 419(2) of the Companies Act 2006.

Structure, governance and management

The charity is a company limited by guarantee. It is governed by a Memorandum and Articles of Association dated 1 September 2005 (subsequently further updated at the AGM of 28 September 2010). It succeeds an unincorporated charity with similar objects and assets set up by a Trust Deed in 1966.

On 1 October 2009 the company changed its name to Central Sussex Citizens Advice Bureau, and merged with Crawley and Mid Sussex Citizens Advice Bureaux. The results shown therefore reflect a full year's activity for the Horsham bureau and 6 months' activity for the Crawley and Mid-Sussex bureaux. The Trustee Board was reconstituted to include representation from each of the merged bureaux resulting in a significant number of trustee changes during the year

The trustees named on page 1 served during the year.

J R Taylor resigned as Chairman and Trustee 1 October 2009

L Richards was appointed as Chairman on 1 October 2009

Appointment of trustees is governed by the Articles of Association. The Board of Trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee.

The trustee board meets monthly and delegates day to day management of the bureau to a team headed by Sarah Hyde, CEO assisted by advice centre and business managers..

Trustee induction and training is offered through facilities provided by CAB regionally and nationally.

Objects, objectives and principal activities

The Citizens Advice Service helps people resolve their legal, money and other problems by providing free information and advice and by influencing policy makers. The majority of advisers are trained volunteers.

The Central Sussex Citizens Advice Bureau provides these services in the Central Sussex area and in common with other bureaux throughout the country is affiliated to Citizens Advice, the national Charity which sets standards for advice and equal opportunities and supports bureaux with an information system, training and other services. The Bureau seeks to provide a service that ensures individuals do not suffer through a lack of knowledge of their rights and responsibilities or the service available through an inability to express their needs effectively. The Trustees have given consideration to the Charity Commission's general guidance on public benefit under section 4 of the 2006 Charities Act.

Review of activities

The core service of advice given throughout the Central Sussex Area is operated from the Bureau's offices in Horsham, Crawley, East Grinstead, Haywards Heath and Burgess Hill, and other outreach facilities. The services are largely supported by grant income from our principal funders, West Sussex County Council, Horsham District Council, Mid-Sussex District Council and Crawley Borough Council.

The Bureau continues to operate specialist advice services in conjunction with other funders and through core funding. A highly successful Social Welfare Law contract with the Legal Services Commission continues in the Bureau.

The Bureau was also successful in their bid to Citizens Advice for funding to support longer opening hours in Horsham, Billingshurst, Crawley, East Grinstead, Haywards Heath and Burgess Hill through the Additional Hours of Advice Project.

CENTRAL SUSSEX CITIZENS ADVICE BUREAUX
TRUSTEES' REPORT *(continued)*
For the year ended 31st March 2010

Future Plans

The Bureau has developed a strategic plan for the forthcoming two years focusing on the enhancement of the existing bureau services by expanding the range of services and to develop further both existing and new partnerships in the not for profit sector. These developments will need to be adequately funded and we aim to improve the take up, access to and quality of advice available to the community. As of 1 April 2010, the Bureau has been awarded a major part of the three year County-wide Community Legal Advice Service (CLAS) contract being operated under the West Sussex Consortium of CAB's

Risk Management

The trustees continue to identify the major risks to which the charity is exposed and are constantly reviewing the systems which are in place to mitigate these risks. The risks and systems were reviewed during the year and it is the trustees' belief that they comply with SORP 2005.

Reserves

The trustees seek to maintain unrestricted funds to cover six months running costs to enable existing core services to be maintained in the event of funding restraints and to provide an element of cushion in the event of loss of grant funds for restricted purposes.

Investment Policy and Performance

It is the policy of the company to invest surplus funds in interest bearing accounts with the company's bankers in order that such funds can be freely available as and when required. The trustees are satisfied with the level of return received during the period.

Financial Review

The charity's income for the year was £892,559 and expenses were £828,261, giving a surplus for the year of £64,298. Funds in excess of immediate current requirements are maintained on deposit and the Bureau benefits from grant income paid annually in advance from its main funders.

The Bureau faces a number of challenges over the next year. The award of the CLAS contract as of 1 April 2010 changes significantly the way in which funding is received moving from grant funding to commissioning of services bringing greater competition, and also the challenge to continue to develop services to best serve the community. The Bureau has been working closely with the other Bureaux in West Sussex and during the year a merger with Crawley and Mid Sussex Bureau to align services and develop best practice across the 3 areas was instigated.

Statement of the Trustees responsibilities

The council of trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the council to prepare financial statements for each financial year. Under that law the council have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Company Law, the council must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period. In preparing these financial statements, the council are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business

CENTRAL SUSSEX CITIZENS ADVICE BUREAUX
TRUSTEES' REPORT *(continued)*
For the year ended 31st March 2010

The council of trustees are responsible for keeping proper accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as each member of the council at the date of approval is aware:

- There is no relevant audit information of which the Company's auditors are unaware; and
- The council trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditor

Brooks & Co were appointed as the auditors during the period. Brooks & Co are eligible for reappointment as auditors and a resolution to reappoint Brooks & Co as auditors will be put to the Trustees at the Annual General Meeting.

Approved by the Trustees on 14/12/2010 and signed on its behalf by



L Richards
Chairman

CENTRAL SUSSEX CITIZENS ADVICE BUREAUX
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF CENTRAL SUSSEX
CITIZENS ADVICE BUREAU
For the year ended 31st March 2010

We have audited the financial statements of Central Sussex Citizens Advice Bureau for the year ended 31 March 2010 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (Effective April 2008).

This report is made solely to the charity's trustees, as a body, in accordance with Section 43 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities. The trustees have elected for the financial statements not to be audited in accordance with the Companies Act 2006. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the information given in the Trustees' Annual Report is not consistent with those financial statements, if the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out in note 13 to the financial statements

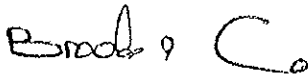
**CENTRAL SUSSEX CITIZENS ADVICE BUREAUX
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF CENTRAL SUSSEX
CITIZENS ADVICE BUREAU (Continued)
For the year ended 31st March 2010**

Opinion

In our opinion:

the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state affairs of the charity as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and

the financial statements have been prepared in accordance with the Companies Act 2006.



BROOKS & CO.
Chartered Accountants
& Statutory Auditor

**Hampton House
High Street
East Grinstead
West Sussex
RH19 3AW**

...14/12/10.....

CENTRAL SUSSEX CITIZENS ADVICE BUREAUX
STATEMENT OF FINANCIAL ACTIVITIES (Including the Income and Expenditure Account)
For the year ended 31st March 2010

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Incoming Resources					
Incoming Resources from Generated Funds					
Voluntary Income	2.1	5,663	-	5,663	1,983
Investment Income	2.2	810	-	810	7,442
Incoming Resources from Charitable Activities					
Other Incoming Resources	2.3	735,315	147,989	883,304	412,325
		2,782	-	2,782	8,964
Total Incoming Resources		<u>744,570</u>	<u>147,989</u>	<u>892,559</u>	<u>430,714</u>
Resources Expended					
Charitable Activities	3	696,367	131,459	827,826	410,912
Governance Costs	4	296	139	435	5,132
		<u>696,663</u>	<u>131,598</u>	<u>828,261</u>	<u>416,044</u>
Net Incoming Resources (Net Income/(Expenditure) for the year)		47,907	16,391	64,298	14,670
Transfers Between Funds	11	(4,017)	4,017	-	-
Funds Acquired on Merger	11	257,567	15,101	272,668	-
Net Movement in Funds for the Year		<u>301,457</u>	<u>35,509</u>	<u>336,966</u>	<u>14,670</u>
Funds brought forward at 1 April 2009		159,281	273	159,554	144,884
Total Funds at 31 March 2010	11	<u>460,738</u>	<u>35,782</u>	<u>496,520</u>	<u>159,554</u>

The Statement of Financial Activities includes all gains and losses recognised during the period.
All activities derive from continuing operations.

CENTRAL SUSSEX CITIZENS ADVICE BUREAU
BALANCE SHEET
As at 31st March 2010

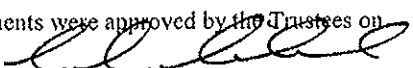
	Notes	£	2010 £	£	2009 £
Fixed assets	7		11,092		3,684
Current assets					
Debtors	8	509,637		5,820	
Cash at bank and in hand		<u>91,426</u>		<u>270,377</u>	
Total current assets		601,063		276,197	
Creditors					
Amounts falling < one year	9	<u>(115,635)</u>		<u>(120,327)</u>	
Net current assets			485,428		155,870
Total assets less current liabilities			<u>496,520</u>		<u>159,554</u>
Charity funds					
Unrestricted funds			460,738		159,281
Restricted funds			<u>35,782</u>		<u>273</u>
Total charity funds	11		<u>496,520</u>		<u>159,554</u>

The Trustees are satisfied that the Company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of that Act, and
- (ii) preparing financial statements which give a true and fair view of the state of the affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

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 Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 14/12/10 2010 and signed on their behalf by  L. RICHARDS

Company Registration number: 5551406

Charity registration number: 1116660

CENTRAL SUSSEX CITIZENS ADVICE BUREAU
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st March 2010

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

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). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in 2008, the Charities Act 2006, applicable accounting standards and the Companies act 2006.

1.2 Company status

The Company is a company limited by guarantee. In the event of the Company being wound up the liability of the guarantee is limited to £1 per member of the Company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors, which have been raised by the Company for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Legal Services cases in progress at the year end are included in incoming resources in proportion to the extent that the case is complete.

Grants are recognised in full in the year in which they are receivable. Voluntary income and donations are accounted for as received by the charity.

No amounts are included in the financial statements for services donated by volunteers.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. All costs have been allocated to activities on a basis consistent with the use of the resource.

1.6 Cash flow

The Company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

1.7 Tangible fixed assets

Depreciation on other tangible fixed assets is provided at rates calculated to write off the cost, less their estimated residual value, over the expected useful lives on the following bases:

Computer equipment	-	33%	Per annum on cost
Fixtures & Fittings	-	10%	Per annum on cost

Assets below £100 are not capitalised. The trustees review the assets of the charity each year for impairment and any write downs are taken to the Statement of Financial Activities.

1.8 Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities.

CENTRAL SUSSEX CITIZENS ADVICE BUREAU
NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31st March 2010

1. ACCOUNTING POLICIES (continued)

1.9 Pensions

Contributions in respect of the company's defined contribution pension scheme are charged to the profit and loss account for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

1.10 Deferred Income

Deferred income represents amounts receivable for future periods, as specified by the donors or grants makers, and is released to incoming resources in the period for which it has been received.

2. INCOME RESOURCES FROM GENERATED FUNDS

	Unrestricted Funds £	2010 Restricted Funds £	Total £	2009 Total £
2.1 VOLUNTARY INCOME				
Donations	5,663	-	5,663	1,983
2.2 INVESTMENT INCOME				
Bank Interest Receivable	810	-	810	7,442
2.3 CHARITABLE ACTIVITIES				
General Advisory Services	479,994	65,107	545,101	223,583
Legal Services	184,761	-	184,761	99,548
Additional Hours Project	-	82,882	82,882	5,592
POPPs Project	70,560	-	70,560	83,602
	<u>735,315</u>	<u>147,989</u>	<u>883,304</u>	<u>412,325</u>

3. CHARITABLE ACTIVITIES COSTS

	General Advisory Services £	Legal Services £	POPPs Project £	Additional Hours Project £	Total £
Salaries	316,113	155,930	75,337	27,886	575,266
Staff & Volunteer Expenses	37,234	1,710	2,734	804	42,482
Office Costs	34,885	7,727	3,418	1,419	47,449
Premises Costs	42,079	9,589	1,811	2,881	56,360
Other Costs	13,860	1,352	134	600	15,946
Support Costs	21,505	21,506	4,301	43,011	90,323
	<u>465,676</u>	<u>197,814</u>	<u>87,735</u>	<u>76,601</u>	<u>827,826</u>

CENTRAL SUSSEX CITIZENS ADVICE BUREAU
NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31st March 2010

3. CHARITABLE ACTIVITIES COSTS continued
SUPPORT COSTS

	General Advisory Services £	Legal Services £	POPPs Project £	Additional Hours Project £	Total £
Salaries	14,375	14,374	2,875	28,748	60,372
Staff & Volunteer Expenses	2,170	2,171	434	4,342	9,117
Office Costs	1,955	1,955	391	3,910	8,211
Premises Costs	2,089	2,089	418	4,177	8,773
Other Costs	916	917	183	1,834	3,850
	<u>21,505</u>	<u>21,506</u>	<u>4,301</u>	<u>43,011</u>	<u>90,323</u>
Governance Costs	46	47	9	93	195
	<u>21,551</u>	<u>21,553</u>	<u>4,310</u>	<u>43,104</u>	<u>90,518</u>

Costs have been allocated based on the ratios considered appropriate by the Board of Trustees, primarily by reference to staff numbers.

4. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Audit	(1,250)	-	(1,250)	5,132
Legal & Professional Trustees Expenses	1488 58	139 -	1,627 58	- -
	<u>296</u>	<u>139</u>	<u>435</u>	<u>5,132</u>

5. TRUSTEES

During the period no Trustees received any remuneration, benefits in kind, or reimbursed expenses.

6. STAFF COSTS

No employee received remuneration amounting to more than £60,000 per annum.

The staff costs were as follows:

	2010 £	2009 £
Wages and salaries	573,812	302,247
Social security costs	49,301	24,459
Pension costs	12,527	11,033
	<u>635,640</u>	<u>337,739</u>

CENTRAL SUSSEX CITIZENS ADVICE BUREAU
NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31st March 2010

6. STAFF COSTS (continued)

The average number of paid employees during the year was as follows:

	2010 £	2009 £
General Advisory	26	14
Legal Services	6	4
POPPs project	5	4
	37	22

7. TANGIBLE FIXED ASSETS

	Computer Equipment £	Fixtures & Fittings £	Total £
Cost at 1 April 2009	11,061	1,058	12,119
Additions	5,607	5,977	11,584
Cost at 31 March 2010	16,668	7,035	23,703
Depreciation at 1 April 2009	8,311	124	8,435
Charge for the year	3,771	405	4,176
Depreciation at 31 March 2010	12,082	529	12,611
NBV at 31 March 2010	4,586	6,506	11,092
NBV at 31 March 2009	2,750	934	3,684

8. DEBTORS

	2010 £	2009 £
Trade Debtors	199,952	-
Other Debtors	280,610	5,820
Prepayments	29,075	-
	509,637	5,820

9. CREDITORS

	2010 £	2009 £
Trade Creditors	65,518	46,571
Deferred Income	25,585	52,076
Taxes and Social Security	16,186	11,830
Accruals	8,346	9,850
	115,635	120,327

Deferred Income represents grants received in advance. The full amount of deferred income provided for in 2009 was released during 2010. Deferred income in 2010 represents income in relation to 2011 activities.

CENTRAL SUSSEX CITIZENS ADVICE BUREAU
NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31st March 2010

10. PENSION COMMITMENTS

A pension scheme for two employees is operated on a defined contribution basis. The assets of the scheme are held separately from those of the Company in independently administered funds. The fund administrators are Nationwide Unit Trust Managers and Standard Life Direct. The pension cost shown in note 6 to the accounts for the period represents contributions payable by the Company and amounted to £12,527 (2009 - £11,033).

11. SUMMARY OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expensed £	Transfers £	Carried Forward £
Unrestricted Funds:					
General Fund	159,281	744,570	696,663	233,550	440,738
Dilapidation Fund (Designated)	-	-	-	20,000	20,000
	<u>159,281</u>	<u>744,570</u>	<u>696,663</u>	<u>253,550</u>	<u>460,738</u>
Restricted Funds:					
Equipment Fund	273	-	-	(273)	-
YCAB	-	-	232	7,138	6,906
Stepping Stones	-	-	2,803	2,803	-
Connexions	-	38,250	29,243	3,892	12,899
Telephone Project	-	-	-	-	-
British Legion Project	-	10,000	12,587	2,587	-
CEMP – BASIS (Legup)	-	7,632	4,310	-	3,322
EHRC	-	9,225	5,728	-	3,497
Additional Hours Project	-	82,882	76,695	-	6,187
	<u>273</u>	<u>147,989</u>	<u>131,598</u>	<u>19,118</u>	<u>35,782</u>
	<u>159,554</u>	<u>892,559</u>	<u>828,261</u>	<u>272,668</u>	<u>496,520</u>

The equipment fund comprises donations earmarked for equipment purchases.

The YCAB fund was set up to administer a new Young Persons CAB in Crawley.

The Mental Health Stepping Stones fund is to provide outreach once a week at the Crawley Day Centre.

The Connexions fund grant is to help provide two advisors for the Crawley Youth 'Shop'.

The Telephone Project is a CITA sponsored pilot scheme for a countrywide telephone service.

The British Legion Project is an ongoing project to provide money advice to members of the armed services and their families.

CEMP is the Crawley Ethnic Minority Partnership and the fund provides advice mapping services to ethnic groups.

EHRC is the Equality and Human Rights Commission and the fund provides employment discrimination advice in West Sussex.

The Additional Hours Project is a CITA funded project to provide additional opening hours at each of the advice centres.

CENTRAL SUSSEX CITIZENS ADVICE BUREAU
NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31st March 2010

12. ANALYSIS OF NET ASSETS BY FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Fund balances at 31 March 2010 are represented by:				
Tangible Fixed Assets	11,092	-	11,092	3,684
Net Current Assets	449,646	35,782	485,428	155,870
	460,738	35,782	496,520	159,554

13. APB ETHICAL STANDARDS

In common with many other organizations of our size and nature we use our auditors to assist with the preparation of the financial statements.

Committee Meeting: Policy and Finance
Report of: Town Clerk
Date: 11th March 2011
Subject: Grants Criteria and Process

Purpose of Report:

1. The purpose of this report is for Members to consider revisions to the discretionary grants scheme.

Summary:

2. The Town Council offers a discretionary Grants programme to support specific purposes in the furtherance of the Wellbeing of the Local Community, which are not directly controlled or administered by the Council. To assist with the administration of the programme, the Council has adopted Guidelines and Application Form. These forms have been in existence for a long time and need to be refreshed with suggestions for amendment.

Recommendation(s):

Members are recommended to;

- (a) **Consider and adopt the amended Guidelines and Application form for the Council's Grant Programme.**

Background:

3. Members will be aware that the proposed amended documents were presented to Policy and Finance on the 28th February 2011 and Full Council on the 21st March 2011. As a result of the deliberations and comments made by the Council the documents return to the Policy and Finance Committee.
4. It was felt by Council that the revised grant forms as presented were too prescriptive and excluded a large number of residents from applying. Members did not want a long winded bureaucratic document and wished to consider grants one by one on their individual merits. A way forward was suggested and agreed, which was to insert the word 'normally' against the criteria of what will be considered by the Council giving flexibility in what grant application would be considered.
5. It was also felt that the form asked the applicant the same question a number of times and should be made much simpler. The Clerk agreed to go away, and again revise the form to enable the Council to be flexible in terms of to whom they can grant to. Subsequently, Members resolved not to adopt the grant application form and accompanying documents and the Clerk to make further amendment to the forms.

6. The attached documents takes into account these comments and returns the form back to a generic document, which will enable a vast number of groups and organisations to apply for a grant and let the Town Council consider each one on its own merits.
7. As per the comments made by both the Policy and Finance Committee and Council the following issues have been addressed.
 - Insertion of the words *normally* and *if possible* where appropriate to open the application up.
 - Removal of the need to produce child protection policies etc from the criteria.
 - Removal of three questions as per observations made in relation to the duplication of questions.
 - Removal the word Subsidies from the document.
8. The form in essence is back to where it started apart from making the form more focused and the revisions to the monitoring process. These amendments have made the exercise worthwhile because the form is now more user friendly and has a robust monitoring process.

Town Clerk

HAYWARDS HEATH TOWN COUNCIL

Town Clerk: Steven Trice



The Town Hall
40 Boltro Road
Haywards Heath
West Sussex
RH16 1BA

Tel: 01444 455694
Fax: 01444 455075

GUIDELINES FOR APPLICATIONS FOR GRANTS

A GRANT IS ANY PAYMENT MADE BY THE COUNCIL TO BE USED BY AN ORGANISATION FOR A SPECIFIC PURPOSE IN THE FURTHERANCE OF THE WELL-BEING OF THE LOCAL COMMUNITY, WHICH IS NOT DIRECTLY CONTROLLED OR ADMINISTERED BY THE COUNCIL.

GENERAL

The contribution made by the many organisations to the well-being of the local community is an important contribution to our society especially in light of the Big Society philosophy and the pending Localism Bill. The purpose of any grant given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Haywards Heath that are not, as a matter of course, funded by the Council.

Although the Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient. Funding is available for open-ended, unquantifiable running costs to a limit of £250 per annum. Grants are also awarded for the purchase of one off purchases or capital projects.

Grants to individuals or groups without a formal constitution, set of rules and published audited accounts will not normally be considered.

The Council's means for funding of this nature are modest. Guidance will be given to applicants as to how much money is available in a specific financial year. It is important that all questions on the application form are fully answered and that any appropriate additional information which supports an application is given. It is expected that applicants will seek advice from Council Officers on these matters.

GUIDANCE NOTES

Each application will be judged on its own merits and will be considered along with any other applications at a meeting of the Council's Policy and Finance Committee or by Full Council if it is deemed to be an urgent matter. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous donations.

All applications must demonstrate clearly how a grant will be of benefit to the local community and how it meets at least one of the Council Corporate objectives.

Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from Council Officers.

The name of the organisation or individual applying for a grant or subsidy must be clearly stated, along with achievable aims and objectives.

An organisation that applies for a grant will normally be expected to have a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.

Ongoing commitments to award grants in future years will not be made.

The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

PROCEDURE FOR SUCCESSFUL APPLICANTS

A letter of award will be sent by the Town Council to successful applicant, which will ask for a formal letter of acceptance signed by an appropriate member of the organisation. The receipt of this letter will enable the release of funds for projects and needs to prove that full project funding has been obtained. If this is not the case the Council will hold the funds until such time as the applicant can demonstrate full project funding.

A written account as to how the grant has been used and an end of project balance/receipt shall be submitted to the Council within three months of the expenditure being made. In the event, for whatever reason, of the grant not being used, in part or in full, the grant will be returned to the Council with a full explanation after one year of the grant being made. If the grant is not used for the purpose intended, the Council reserves the right to request its return.

End of year accounts shall be submitted to the Council clearly defining how the grant has been used along with information relating to the number of people benefitting from the project and the amount of additional funding obtained toward the project/purchase.

APPLICATION FOR A GRANT

Before completing this form, please read the **guidelines** for applications for a grant carefully.

Please, if possible, attach the following additional information which will support your application.

Revenue Project - annual report, published accounts or independently examined, constitution/set of rules.

In addition for capital projects – proof of ownership or tenure of the site, planning permission and two quotes for the work.

An overall budget for the activity or organisation for which the application is being made must be submitted with this form. In addition, for organisations that have been active for more than one year from the date of application, accounts would normally be expected to be produced for the last financial year.

NAME OF ORGANISATION _____

DETAILS OF APPLICANT (to whom all correspondence should be send):

Name _____

Address _____

Postcode _____

Telephone No. _____

Fax No. _____

e-mail: _____

Website _____

PLEASE DEMONSTRATE WHICH OF THE TOWN COUNCIL'S PRIORITIES YOUR PURCHASE/SERVICE MEETS (THIS CAN BE MORE THAN ONE). Please see attached list of Haywards Heath Town Council's priorities.

A. SOME INFORMATION ABOUT YOUR ORGANISATION

1. What is the nature of your organisation?

2. When was your organisation formed? _____

3. How many members does your organisation have? This includes people who are involved in the activity?

Adult _____

Junior (under 16) _____

What % of your membership lives in Haywards Heath: _____

ABOUT YOUR REASON FOR THIS APPLICATION

1. Give a brief description of the purpose for which you are seeking grant assistance:

2. How will/does your project or activity benefit the residents of Haywards Heath?

3. If undertaking is a new endeavour, how have you assessed the need for it?

B. ABOUT YOUR FINANCES

- 1. What is the amount of Grant you are seeking? £ _____
- 2. What is the total cost of the project or activity? £ _____
- 3. Please itemise expected expenditure, e.g.
 - Equipment costs £ _____
 - Hiring fees £ _____
 - _____ £ _____
 - _____ £ _____
 - _____ £ _____
 - _____ £ _____

4. Please indicate how you have arrived at the costs detailed in 3. A quotation for revenue is required. In the case of a capital project two quotes are required.

5. If the total cost of the activity for which you require a grant for is more than the donation requested, do you have the balance available?

YES/NO (*please delete as applicable*) It is expected that the applicant makes a contribution to the project cost.

Have you applied for financial assistance elsewhere? **YES/NO**

If YES: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration

6. Please give details of your own fund raising efforts:

I confirm that the details set out in this application are, to the best of my knowledge, correct and I will notify the Council of any changes to the information provided.

Signed _____ **Date** _____

Position in Organisation _____

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 11th April 2011
Subject: Grant Application

Purpose of Report:

1. The purpose of this report is to present for consideration grant applications made to the Council by third party organisations.

Summary:

2. Members will find attached one grant application, as laid out in Appendix 1 of this report.

Recommendation(s):

Members are recommended to consider and decide upon the recommendations for the application, the summary of which is attached in Appendix 1 of this report.

Background:

3. The Town Council allocates monies on an annual basis to enable the award of grants to third party organisations that endeavour to enhance the well-being of the local community.
4. The ethos of the grants provided by this Council is for 'pump priming' in the context of enabling the applicants to lever in monies from other organisations, grant-giving charities and national schemes.
5. However the current grant criteria does allow for grants to be made for one off purchases and in some instances running costs.
6. It is asked that Members note that grants can only be made using the free resource (S.137 Local Government Act 1972) which talks about benefitting the area or groups of individuals – not an individual. Therefore there is no power to grant to an individual. The Clerk has noted that this has happened in the past and would suggest until another mechanism is found the Council do not grant to an individual in the future.

Financial Implications

7. The budget for Grants and Subsidies for the financial year 2011/12 is £9,500 of which £0.00 has been allocated or spent leaving a balance of £9,500 to be allocated.

Town Clerk

Grant Application

Organisation:	Albemarle Neighbourhood Committee
Project Cost:	£1,000 (Total project cost)
Grant Requested:	£200
Purpose of Grant:	Cost of one artist for four hours and some materials for an event that will enable work with young people to promote positive messages about Street Art and deter young people from graffiti damage around the town.
Comments:	<p>The grant is being requested to assist with providing low cost positive activities for young people aged 11 – 19 years of age in Haywards Heath, which is known as MOTIV8.</p> <p>This programme and the specific event that the applicant is asking the Council to fund, builds upon a very successful range of events held in the February half-term. This programme engaged over three hundred children; the committee is therefore keen to maintain the initiative by providing an enhanced programme during the Easter holidays.</p> <p>Funding has also been secured from the Mid Sussex Youth Service, Mid Sussex Crime and Disorder Reduction Partnership (this funding is over three years) and Sussex Police, which has to be allocated to all activities.</p> <p>A programme of all proposed events for the Easter period, which equate to the total project cost is attached to this Appendix.</p>
Recommendation:	Award a Grant of £200 to the Albemarle Neighbourhood Committee towards the Street Art Project, which forms part of the Easter 2011 Motiv8 programme.

HAYWARDS HEATH MOTIV8 - PROGRAMME OF EVENTS FOR EASTER HOLIDAYS

For any young people aged 11 - 19

Wednesday 13th April - Free Sports Sessions

Choose either:

Basketball (coached by Haywards Heath Eagles Club)

Kickboxing (coached by Kicks Kickboxing Club)

or

Football

At the Albemarle Youth Centre, Oathall School Haywards Heath from 2.00 - 5.00pm

FREE EVENT WITH LIMITED SPACES * please book a place.

Wednesday 13th April - Costa Coffee - Late Opening!

Back by popular demand - £2.00 discount off one drink per person

A chance to relax and enjoy some delicious drinks Costa Haywards Heath from 6.30 - 8.00pm

Friday 15th April - Street Art

At the Orchards Shopping Centre (outside M&S) anytime from 10.30am - 3.00pm

£1.00 per canvas board - A chance to work with an artist to create your own designs

No booking required just turn up.

Monday 18th April - Cafe Crafts

At Saltworkz Cafe, America Lane from 3.30 - 5.30pm

FREE EVENT Get creative with mosaics, jewellery making, hair accessories and much more!

* Limited numbers so please book a place.

Tuesday 19th April - Club Night (includes trampolining)

At Albemarle Youth Centre, Oathall School Haywards Heath

Activities include: Trampolining, Wii Games, Chicken Wrestling

ONLY £1.00 entry from 7.00 - 9.00pm - no booking required.

Drinks and snacks available to purchase during the evening.

Thursday 21st April - Youth Cinema - Showing YOGI BEAR (U)

Exclusive youth cinema event at Clair Hall Haywards Heath from 1.30 - 4.00pm

ADMISSION: £1.50, drinks and snacks available to purchase in the interval.

Tickets only available on the day from 1.30pm, film starts at 2pm.