

**LEWES DISTRICT CITIZENS ADVICE BUREAU
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

LEWES DISTRICT CITIZENS ADVICE BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Elected members

Mr M Bell
Mr M Barrett
Mrs S Cormac (Appointed 15 November 2015)
Councillor R O'Keeffe
Councillor B Page
Mr R Pearson (Appointed 15 November 2015)
Mr K S Powell
Mrs W A Wyatt

Representatives

Cllr P Gander Lewes District Council
Cllr Stephen Catlin Lewes Town Council
Cllr Mark Brown Seaford Town Council
Cllr Anthony Bradbury Newhaven Town Council
Cllr Melvyn Simmons Peacehaven Town Council

Secretary

Mrs J M Wilkes

Charity number

1068146

Company number

03485336

Principal address and Registered office

The Barn
3 North Court
Lewes
East Sussex
BN7 2AR

Independent examiner

Knill James
One Bell Lane
Lewes
East Sussex
BN7 1JU

Bankers

National Westminster Bank Plc
11 High Street
Lewes
East Sussex
BN7 2LH

CAF Bank Ltd
PO Box 289
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

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LEWES DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2016

The Trustees present their report and accounts for the year ended 31 March 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Charities Act 2011, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective 1 January 2015).

Objectives and activities

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. The service values diversity, promotes equality and challenges discrimination.

The service aims:

- to provide the advice people need for the problems they face
- to improve the policies and practices that affect people's lives.

Every Citizens Advice Bureau is an independent registered charity whilst maintaining the required operational standards of the National Association of Citizens Advice.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Whilst working in partnership with the District Council and local agencies our main focus has been, as always, on providing high quality advice for our clients within an ever changing and increasingly challenging environment. Four main factors during the year have helped us achieve this.

- The new three year service level agreement with Lewes District Council from April 2015 has given us a considerable measure of financial security.
- We have been working with the National Association to scrutinize the quality of advice given to our clients on an on-going basis rather than periodically which ensures proficiency.
- We have evolved a staffing structure that has
 - increased advice provision by providing outreach sessions in Peacehaven, Newhaven, Lewes and Telscombe.
 - increased provision for recruiting and supporting volunteers ensuring they undergo a comprehensive training
 - maintained a team of highly trained specialist workers to support clients with multiple complex problems focused the administration of the service increasing overall efficiency.
- We have raised the profile of our Research and Campaign team whose aim is to identify from our work with clients policies and practices that could be improved and to use the evidence collected locally to inform national campaigns and to lobby for change.

We advised over 3,550 clients throughout the Lewes District and helped clients to claim over £1,207 million of benefits. We also supported clients to write off debts of £484,000 and reschedule over £570,000 of further debt. Our continuing work to achieve hitherto unclaimed benefits and to reschedule debt repayments for our clients not only improves their wellbeing but has a positive effect on the local economy.

Our achievements over the year is reflected in the very positive returns in the annual client satisfaction survey and is due in no small part to the skillful guidance of the District Manager.

LEWES DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2016

Financial review

The accounts have been prepared on an accruals basis by Knill James Chartered Accountants of One Bell Lane, Lewes and submitted to the Charity Commission and Companies House to meet the requirements of limited company status.

In addition to the substantial financial support from the District Council the Service receives grants from the Town Councils. We also work in partnership with Citizens Advice East Sussex and other local agencies in joint funding bids to maximise resources. It is essential however that short term funding is monitored and preparation made for when it ceases.

It is the policy of the Charity to maintain unrestricted funds which are the free reserves of the Charity at a level that can meet its financial commitments. They seek to minimise the risks by regularly reviewing the reserves policy which takes into the account the need to maintain sufficient funds to cover costs and to continue the provision of services at the start of the new financial year, to cover any liabilities that arise in relation to staff and to allocate limited funds to attract and match additional project income.

The Trustees keep under regular review the strategic, business and operational risks which the Charity faces and monitor these risks at each quarterly meeting and at monthly meetings of the executive Cabinet, a small number of Trustees with principal roles within the organisation.

Plans for the future

We reported last year that our main focus for 15-16 would be to review the feasibility of our main premises. We said that we needed to ensure that they were in the most accessible locality for our more vulnerable clients and that they are cost effective. During the year we looked at options for sharing premises both with the District Council and other agencies but in the end none of the considered accommodation proved viable.

At the start of this financial year the Trustees received an offer from the District Council to rent one of their premises in Newhaven. The objective would be to be part of the regeneration of Newhaven and to redirect some of our current rental expenditure to other areas of the service. After due consideration it was agreed that we would take up this offer which means moving the main Lewes office and the specialist workers who are currently housed in separate accommodation in Newhaven. The premises require a major overhaul to make it into an office fit for purpose and this work we understand will be undertaken by Lewes District Council. The Trustees are aware of the time and effort of everybody concerned to achieve a successful move .

There are two major areas of concern which have been discussed with Lewes District Council

- Our current staff and more particularly our committed team of volunteers will have to travel to enable us to continue to operate the service added to which we have had difficulty in the past in recruiting volunteers from the coastal towns.
- The move will inevitably be at a financial cost and it is hoped it will not exceed funds already set aside for the purpose.

The Trustees will monitor all aspects of the move and would hope to ensure that it will be in the long-term best interest of our clients, funders and staff.

Structure, governance and management

Lewes District CAB is a company limited by guarantee governed by its Memorandum and Articles of Association dated 23 December 1999. The Memorandum and Articles were amended following the merger of Lewes Area CAB and Seaford CAB to become the Lewes and Seaford CAB in July 2002 They were further amended in April 2013 when the Charity's name became the Lewes District CAB and was registered as such at Companies House and the Charity Commission. Following Citizens Advice rebranding guidelines issued in 2015 the name for general use is Lewes District Citizens Advice.

LEWES DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2016

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Elected members

Mr M Bell

Mr M Barrett

Mrs S Cormac (Appointed 15 November 2015)

Mr J H Freeman (Resigned 15 November 2015)

Councillor R O'Keeffe

Councillor B Page

Mr R Pearson (Appointed 15 November 2015)

Mr K S Powell

Mrs W A Wyatt

The Chair of the Trustees is M Bell and Mrs M Blair is the Honorary Treasurer.

Representatives

Cllr P Gander Lewes District Council

Cllr Stephen Catlin Lewes Town Council

Cllr Mark Brown Seaford Town Council

Cllr Anthony Bradbury Newhaven Town Council

Cllr Melvyn Simmons Peacehaven Town Council

The Chair and Vice Chair of the Trustees are elected from the members of the Trustee Board. One-third of the elected members are elected annually by the members of the Charitable Company attending the AGM and serve for a period of three years.

Representative members nominated by the local authorities in the list of Trustees are subject to the appointment processes of these bodies and the guidelines on appointment to public office as they apply to local government nominees.

Citizens Advice provides for the induction of new Trustees to brief them on their obligations as Trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the understanding of their role.

The Board of Trustees can have between 4 and 8 elected members and between 6 and 10 representatives members. The Trustees shall endeavour to ensure that the Board is broadly representative of appropriate local organisations, interest groups and interested local people.

The Trustees keep under regular review the strategic, business and operational risks which the Charity faces and monitor these risks at each quarterly meeting and at monthly meetings of the executive Cabinet, a small number of Trustees with principal roles within the organisation.

The trustees' report was approved by the Board of Trustees.

.....
Mr M Bell

Trustee

Dated:

LEWES DISTRICT CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LEWES DISTRICT CITIZENS ADVICE BUREAU

I report on the accounts of the charity for the year ended 31 March 2016, which are set out on pages 5 to 14.

Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of Lewes District Citizens Advice Bureau for the purposes of company law, are responsible for the preparation of the accounts. The 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.

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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to 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' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

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

Knill James

Chartered Accountants
One Bell Lane
Lewes
East Sussex
BN7 1JU

Dated:

LEWES DISTRICT CITIZENS ADVICE BUREAU**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	Unrestricted funds general £	Unrestricted funds designated £	Restricted funds £	Total 2016 £	Total 2015 £
<u>Income from:</u>						
Donations and legacies	2	65,633	-	11,980	77,613	83,860
Charitable activities	3	153,740	-	-	153,740	181,364
Investments	4	235	-	-	235	185
Total income		<u>219,608</u>	<u>-</u>	<u>11,980</u>	<u>231,588</u>	<u>265,409</u>
<u>Expenditure on:</u>						
Raising funds	5	454	-	-	454	448
Charitable activities	6	218,978	479	14,570	234,027	232,160
Total resources expended		<u>219,432</u>	<u>479</u>	<u>14,570</u>	<u>234,481</u>	<u>232,608</u>
Net income/(expenditure) for the year/ Net movement in funds		176	(479)	(2,590)	(2,893)	32,801
Fund balances at 1 April 2015		<u>61,223</u>	<u>36,104</u>	<u>2,590</u>	<u>99,917</u>	<u>67,116</u>
Fund balances at 31 March 2016		<u><u>61,399</u></u>	<u><u>35,625</u></u>	<u><u>-</u></u>	<u><u>97,024</u></u>	<u><u>99,917</u></u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

LEWES DISTRICT CITIZENS ADVICE BUREAU**BALANCE SHEET****AS AT 31 MARCH 2016**

	Notes	2016 £	£	2015 £	£
Fixed assets					
Tangible assets	11		5,625		6,104
Current assets					
Debtors	13	6,363		16,826	
Cash at bank and in hand		100,191		86,083	
		<u>106,554</u>		<u>102,909</u>	
Creditors: amounts falling due within one year	14	<u>(15,155)</u>		<u>(9,096)</u>	
Net current assets			91,399		93,813
Total assets less current liabilities			<u>97,024</u>		<u>99,917</u>
Income funds					
Restricted funds	15		-		2,590
<u>Unrestricted funds</u>					
Designated funds	16	35,625		36,104	
General unrestricted funds		<u>61,399</u>		<u>61,224</u>	
			97,024		97,327
			<u>97,024</u>		<u>99,917</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2016. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the board of directors and authorised for issue on and are signed on its behalf by:

.....
Mr M Bell
Trustee

.....
Trustee

Company Registration No. 03485336

LEWES DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

Company information

Lewes District Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is The Barn, 3 North Court, Lewes, East Sussex, BN7 2AR.

1.1 Accounting convention

These accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective 1 January 2015), the Charities Act 2011 and the Companies Act 2006. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the committee of management in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the committee of management for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis.

LEWES DISTRICT CITIZENS ADVICE BUREAU**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2016****1 Accounting policies (Continued)****1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold premises	Over the term of the lease
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1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The Company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument.

Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

1.9 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

2 Donations and legacies

	Unrestricted funds general £	Restricted funds £	Total 2016 £	Total 2015 £
Donations and gifts	2,546	-	2,546	1,146
Grants receivable for core activities	63,087	11,980	75,067	82,714
	<u>65,633</u>	<u>11,980</u>	<u>77,613</u>	<u>83,860</u>
For the year ended 31 March 2015	<u>46,754</u>	<u>37,106</u>	<u>83,860</u>	<u>83,860</u>

LEWES DISTRICT CITIZENS ADVICE BUREAU**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2016****3 Charitable activities**

	2016	2015
	£	£
Service agreement	153,740	181,364
Analysis by fund		
Unrestricted funds - general	153,740	
For the year ended 31 March 2015		
Unrestricted funds - general		139,874
Restricted funds		41,490
		181,364

4 Investments

	2016	2015
	£	£
Interest receivable	235	185
For the year ended 31 March 2015		
Unrestricted funds - general		185

5 Raising funds

	2016	2015
	£	£
Fundraising consultancy fees	454	448
For the year ended 31 March 2015		
Unrestricted funds - general		448

LEWES DISTRICT CITIZENS ADVICE BUREAU**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2016****6 Charitable activities**

	2016	2015
	£	£
Staff costs	174,516	168,324
Depreciation and impairment	479	479
Printing, postage, stationery and advertising	5,441	5,235
Insurance	869	804
Telephone	4,704	4,743
Travel expenses	2,843	3,835
Sundry expenses	771	1,112
Training	3,593	1,411
Citizens advice information service and publications	6,642	5,762
Citizens advice (East Sussex)	2,000	2,000
	<u>201,858</u>	<u>193,705</u>
Share of support costs (see note 7)	31,420	37,343
Share of governance costs (see note 7)	749	1,112
	<u>234,027</u>	<u>232,160</u>
Analysis by fund		
Unrestricted funds - general	218,978	227,768
Unrestricted funds - designated	479	479
Restricted funds	14,570	3,913
	<u>234,027</u>	<u>232,160</u>

LEWES DISTRICT CITIZENS ADVICE BUREAU**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2016****7 Support costs**

	Support costs £	Governance costs £	2016 £	2015 £
Repairs and renewals - office equipment	4,311	-	4,311	8,698
Rent	13,536	-	13,536	13,785
Insurance	926	-	926	1,669
Cleaning	1,375	-	1,375	1,310
Repairs and renewals - property	-	-	-	3,228
Rates	7,492	-	7,492	1,571
Light and heat	1,860	-	1,860	3,250
Services - Seaford	1,920	-	1,920	3,744
Sundry expenses	-	-	-	88
Independent Examination	-	706	706	1,040
Bank charges	-	43	43	72
	<u>31,420</u>	<u>749</u>	<u>32,169</u>	<u>38,455</u>
Analysed to:				
Charitable activities	<u>31,420</u>	<u>749</u>	<u>32,169</u>	<u>38,455</u>

8 Trustees

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

9 Employees**Number of employees**

The average monthly number employees during the year was:

	2016 Number	2015 Number
Management and administration	<u>12</u>	<u>11</u>
Employment costs		
	2016 £	2015 £
Wages and salaries	166,203	159,618
Social security costs	8,313	8,706
	<u>174,516</u>	<u>168,324</u>

There were no employees whose annual remuneration was £60,000 or more.

LEWES DISTRICT CITIZENS ADVICE BUREAU**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2016****10 Taxation**

The company is a registered charity and under section 505(1) of the Income and Corporation Taxes Act 1988 is exempt from taxation.

11 Tangible fixed assets

Leasehold premises
£

Cost

At 1 April 2015 49,667

At 31 March 2016 49,667

Depreciation

At 1 April 2015 43,563

Depreciation charged in the year 479

At 31 March 2016 44,042

Carrying amount

At 31 March 2016 5,625

At 31 March 2015 6,104

12 Financial instruments

2016 **2015**
£ £

Carrying amount of financial assets

Debt instruments measured at amortised cost 100,311 108,543

Carrying amount of financial liabilities

Measured at amortised cost 15,155 9,096

13 Debtors

2016 **2015**
£ £

Amounts falling due within one year:

Other debtors 60 11,230

Prepayments and accrued income 6,303 5,596

6,363 16,826

LEWES DISTRICT CITIZENS ADVICE BUREAU**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2016****14 Creditors: amounts falling due within one year**

	2016	2015
	£	£
Other creditors	200	742
Accruals and deferred income	14,955	8,354
	<u>15,155</u>	<u>9,096</u>

15 Restricted funds

	Balance at 1 April 2015	Incoming resources	Resources expended	Balance at 31 March 2016
	£	£	£	£
Advice Services Transition Fund	-	11,980	(11,980)	-
East Sussex Training Fund	2,590	-	(2,590)	-
	<u>2,590</u>	<u>11,980</u>	<u>(14,570)</u>	<u>-</u>

The Lottery funded Advice Services Transition Fund is for a part-time Training Supervisor and Welfare Benefits worker and the East Sussex Training Funding is to train additional volunteers and existing advisers on welfare reform.

16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			
	Balance at 1 April 2015	Incoming resources	Resources expended	Balance at 31 March 2016
	£	£	£	£
Premises fund	25,000	-	-	25,000
Fixed asset reserve	6,104	-	(479)	5,625
IT renewal fund	5,000	-	-	5,000
	<u>36,104</u>	<u>-</u>	<u>(479)</u>	<u>35,625</u>

LEWES DISTRICT CITIZENS ADVICE BUREAU**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2016****17 Analysis of net assets between funds**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2016 are represented by:				
Tangible assets	-	5,625	-	5,625
Current assets/(liabilities)	61,399	30,000	-	91,399
	<u>61,399</u>	<u>35,625</u>	<u>-</u>	<u>97,024</u>

18 Operating lease commitments

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2016 £	2015 £
Between two and five years	27,000	40,500
	<u>27,000</u>	<u>40,500</u>