



ANNUAL REPORT

2016/17

Introduction

Advice Bedfordshire is a Community Interest Company that acts as the "trading arm" for BAF.

The Company began trading in April 2008 and last year was therefore the Company's ninth year of trading.

The aim of company is to organise activities on behalf of BAF such as:

- Managing and facilitating BAF's training programmes
- Managing BAF projects
- Applying for funding on behalf of BAF

Advice Bedfordshire is a vehicle for BAF and only operates on instructions from BAF's Steering Group. For any activities that Advice Bedfordshire is instructed to organise, the Company receives the funds on BAF's behalf (eg training fees) and pays the expenses for the activities (eg fees to trainers). Any surplus is either kept by Advice Bedfordshire for future use on BAF activities or is paid to BAF as management fees.

Board meetings of the Company are held virtually, by email. An update from Advice Bedfordshire is provided to BAF Steering Group meetings and at every BAF meeting.

Work in 2016/17

The ninth year of trading for Advice Bedfordshire was again successful.

In 2016/17 the Company helped to organise the following activities on behalf of BAF:

- Facilitation of 2 meetings of the Bedfordshire Benefits Network
- Facilitation of 3 Advice Planning Board meetings in Central Bedfordshire
- Management of the work to launch a new Advice Strategy in Central Bedfordshire and development of a Delivery Plan to support the Strategy
- Management of BAF's Autumn 2016 training programme

Finances

Details of the Company's finances are attached.

In 2016/17 the Company had a turnover of just over £7,000, and made a trading surplus of **£207.74**.

Through organising its activities, Advice Bedfordshire was also able to generate £854.25 in management fees for BAF, and obtain a £1,000 contribution towards BAF's core costs.

The (pre-tax) balance carried forward by the company at the end of 2016/17 was **£211.40**.

Directors

The current Company Directors are Wendy Anderson-Welsh, Tanya Richardson-Hawkes, and David Verney (the Board's Chair). It is recommended that the Company tries to recruit at least one more Director for 2017/18 – preferably a BAF Steering Group member.

Conclusion

Advice Bedfordshire made a surplus in 2016/17 and continued to be a successful trading arm for BAF. The Company effectively manages all of BAF's funded activities, safeguards BAF's and the Steering Group's position, and helps to raise significant funds for BAF.

However, it should be noted that the trading surplus was eventually made because of the injection of the final part of the grant that was provided in 2014 by Bedford Borough Partnership Board (£1,000). We are now in a position where the Company's assets are only just over £200 and there are no reserves. Therefore some of the services provided (eg facilitating the Bedfordshire Benefits Network) can only continue in 2017/18 if the Company raises further funds, or BAF uses some of its own reserves to support the Company.

Len Simkins - Company Secretary
July 2017



Working on behalf of



Community Interest Company

Registered in England
Company No. 6440092